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ABSTRACT

This SPEC (Systems and Procedures Exchange Center) Kit presents the results of a survey of Association of Research Libraries (ARL) member libraries designed to investigate what methods are used to value or appraise research library collections, in order to provide librarians with information useful to them in discussing these issues with their administrative officers and risk management staff. A total of 52 of 124 ARL member libraries responded to the survey. A copy of the questionnaire with tabulated results is presented. Representative documents include: risk management and insurance documents from the University of California-Berkeley, University of Virginia, University of Wisconsin-Madison, and York University (Ontario); replacement cost calculation guidelines from the University of Alberta, University of California-Berkeley, University of Illinois at Urbana-Champaign, University of Manitoba, Michigan State University, University of Virginia, and York University; and gift valuation guidelines from the University of Illinois at Urbana-Champaign, University of Manitoba, University of Wisconsin-Madison, and York University. Contains a list of selected resources, including 19 books and articles and 4 Web sites. (ME3)

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Insuring and Valuing Research Library Collections

A SPEC Kit compiled by

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SPEC

SURVEY

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SPEC Kit 272
Insuring and Valuing Research Library Collections

Executive Summary

Introduction

Research libraries have increased their attention to risk management in recent years and the events of September 11, 2001, further heightened the library community's awareness of how vulnerable the security of their resources—both people and objects—might be. Even before September 11, societal awareness of natural and human-caused security and environmental risks has driven librarians and other higher education administrators to focus on protecting and insuring institutional investments. The role of the institutional risk manager has expanded significantly and often has a major impact on the business processes of the university library. Even the replacement of lost books—once the sole purview of library administration—has become more visible and prone to investigation by risk management units and internal (or external) audit.

While there is considerable literature about risk management for library collections, to date, most of these writings have focused on disaster prevention, preservation and archiving issues, and the practical steps of planning for disaster recovery. Very few have focused on the logistics and politics of collection valuation, insurance, and replacement, although one article captures some of the complexity of the valuation process:

> The first issue to be decided in assigning replacement values is whether to use a capitalization or unit cost approach. In a capitalization approach the dollar value of purchases year by year is added to update a figure that then constitutes the replacement value of the collection. This approach does not adequately compensate for appreciation and depreciation of collection components over time. The dollar value of government documents, gifts, or other categories of materials may not be included depending on the thoroughness of the procedure. Subscriptions to remote electronic resources may inadvertently be included if the library has not specifically alerted the institution to this change in the nature of the product purchased with its "materials" budget. The increasing emphasis on remote electronic resources has eliminated the need to insure these information resources directly through institutional insurance policies since annual license fees do not result in tangible assets within the institution. De-accessions or transfers of materials from building to building may not be reflected accurately in the capitalization.[1]

The concept for this SPEC survey arose from library directors' questions about calculating values for library materials and their desire to know more about current practices within research libraries in North America. Is it better for the university to show that it has a very valuable collection, or that it has the financial means to cover losses, whether anticipated or not? Collections can be appraised for their replacement value, or can be depreciated. If they are depreciated, and a loss occurs, will the library be able to replace the lost items, since replacement costs for books and other library materials very often increase over time? Related questions immediately became apparent. The survey expanded to include insurance, the replacement fees charged users for lost books, the ways in which libraries place value on their collections or on individual items, the manner in which libraries and their parent institutions deal with risks to electronic

resources, and—given the trend of the times—the extent to which food and drink are allowed in the library and their impact on insurance policies.

Survey Results

A survey covering these valuation and insurance issues was sent to the 124 ARL member libraries in the spring of 2002. Fifty-two (42%) responded to the survey. Upon analyzing the responses, further questions were sent to a subset of the respondents in November 2002 regarding the tools that their libraries use to assign values to books for purposes of replacement. Of the responding institutions, 30 (58%) are state-funded; 11 (21%) are private; 9 (17%) are Canadian; and 2 (4%) are non-university research libraries.

Insuring Library Collections

General Collections

The survey asked several questions about whether and how libraries insure their collections. Of the 52 responding libraries, 47 (90%) indicated that there is some kind of insurance coverage on their collections. Of the five that do not insure their collections, all are state university or non-university research libraries in the U.S.; none are Canadian.[2] Nineteen libraries (40%) carry only commercial insurance for their collections; thirteen (28%) do not carry commercial insurance at all, but are self-insured either by the parent institution or at the state level (twelve of the thirteen are state universities). One-third of the respondents (16) carries both commercial and self-insurance. It appears that self-insurance often is used up to a deductible established by the commercial insurance; beyond that deductible, the commercial insurance takes over. In two cases, state university libraries are covered by more than two kinds of insurance—the library's own self-insurance, supplemented by university self-insurance, and then commercially available insurance. Interestingly, these states are neighbors.

Insuring collections seems to be widely accepted and has grown to the point where a combination of self-insurance and commercial coverage is the most feasible approach for universities to take. Given the fact that this survey was conducted well after September 11, one can assume that—absent major crises in the insurance industry—this structure should remain in place for most institutions for the foreseeable future.

Special Collections

Forty-seven libraries (90%) responded to the question about insuring special collections. Of these, only one (2%) indicated that it did not insure its special collections. Four (9%) responded that they did insure their special collections, but offered no details about the nature of this insurance. One commented that the library does not handle insurance, but responds annually to requests for information and collections counts from the University Treasurer, who makes the necessary assessments and tends to the policies.

Fourteen (31%) libraries have policies for valuable papers or fine arts; two of these have both. Eight institutions (18%) carry *only* commercial insurance for their special collections; five (11%) carry *only* university self-insurance (of these, four are private universities). Seventeen universities, or 39%, have multiple insurers; sixteen of these are the same ones that have multiple insurers for general collections.

General and special collections are insured at approximately the same number of libraries, although often with differing kinds of policies. This came as a surprise to the author, who hypothesized that since the value of special collections is far greater, and the size of special collections considerably smaller than that of general collections, more libraries would expend an effort to insure those collections, and more institutions would find it important to protect these resources. Instead, some libraries take the approach that their holdings in special collections are irreplaceable and therefore uninsurable. Others simply insure their special collections in exactly the same way as they insure the general collections, and within the same policy or set of policies. Overall, however, since nearly 90% of the respondents indicated that their special collections were insured, there seems to be little or question about the validity of such insurance.

Electronic Resources

Not surprisingly, only seven (15%) of 46 respondents indicated that they carry insurance for electronic resources; six are state-funded institutions and one is Canadian. The focus of most of these policies is on insuring content stability; five libraries carry such a policy. Other areas that are insured are licensing and legal constraints (4); recovery from loss of or damage to data (4); documentation of change in format, structure or presentation (3); and format migration (2).

The security of electronic resources is likely to become a major issue of concern in coming years. To the extent that libraries use electronic resources held outside the institution, by either publishers or other non-university organizations, insurance of the resources themselves would seem to be out of the question. However, as libraries expend increasingly large sums of money on these resources, we may expect to see other approaches to managing the risk associated with guaranteeing the survival and usability of these resources. Similarly, as universities develop institutional repositories and as professional societies develop disciplinary repositories of scholarly output, there will need to be attention not only on technical access to these works but also on various models of preserving and securing them.

Insurance Coverage

Forty-five libraries responded to a question about the kinds of damage or liability covered by insurance. The vast majority of these respondents is covered for fire damage (96%), water damage (93%), equipment loss or damage (82%), litigation costs (76%), and materials in transit to and from other locations for exhibits (74%). Following these are coverage for personal liability (69%) and interlibrary loan loss or damage (60%). Several libraries reported that general university insurance policies cover them for such liabilities as litigation costs and personal liability. In a few cases, interlibrary loan insurance coverage depends on how the damage is sustained; if the library is not responsible for the damage, insurance may not cover the restitution.

Food and Drink

In recent years, university libraries increasingly have loosened their once-rigid policies of "no food or drink anywhere in the library." These libraries have developed varying approaches to users' needs for beverages and/or food while they study. Some libraries have established coffee bars, with the net revenue going to the library's income stream. Others have merely changed their policies, often allowing "covered drinks only." Still others have identified specific areas of the library in which food can be consumed.

Closely related to the food-and-drink policy are two other trends in academic libraries. The first is the decreasing emphasis on undergraduate libraries or undergraduate collections, as students are expected to make use of the university's entire research collection. Second is the increasing number of hours that university libraries are open, often 24 hours a day during the academic term. With higher expectations on the part of the faculty, more computer labs in libraries, and more availability of study rooms, students spend more hours within the library building and consequently want more lenient food-and-drink policies.

Twenty-five (54%) of the responding libraries now allow food and/or drink within the library building. None appear to have found that their insurance policies have been affected, although at least one library must relegate food and drink to an area of the library where there are no collections. Seventy-two percent of the libraries that allow food and drink are state universities, though they are only 58% of the total respondents to this survey. Two-thirds of the responding state universities allow food/and or drinks, while fewer than half (44%) of the private universities and only one-third of the Canadian universities do. The survey responses do not reveal why this is so.

Collection Valuation

Eighty-seven percent of the responding libraries (45 out of 52) assign a value to collections for insurance or other purposes. This would seem obvious in light of the previous responses about insurance coverage, but in reality some

institutions do not determine the value of either whole collections or individual items until there is a need to provide reparation for damage or loss, or an item is loaned to another institution for an exhibit. The survey sought to ascertain how many libraries value collections on a regular or irregular basis for inclusion within the institution's risk management program and also to determine who within the university is most responsible for setting values—the librarian, the risk managers, or other administrators.

Policy Determination and Data Gathering

Eleven libraries (24%) act alone in defining the policy for placing a value on their collections. Nineteen libraries (42%) work with the risk management officer to create this policy; three of these also work with the chief financial officer. In three cases (7%), the risk management office alone determines the policy; in one case (2%) the chief financial officer has sole responsibility. Nine respondents (20%) report that an outside agency, such as an insurance company, determines the valuation policy. In all of these cases this agency works in conjunction with either the library administration (3) or risk management (1) or both (5). Several respondents clarified that for special collections, valuation is the responsibility of librarians, curators, and/or the head of special collections. There seems to be no correlation between the type of institution and who has valuation policy responsibility. There is a mix of state, private, and Canadian institutions for each category of response.

Data collection, on the other hand, falls squarely into the bailiwick of the librarian. Of the 45 reporting institutions, 42 (93%) indicate that valuation information is gathered by the library staff for presentation to the appropriate university office using a mutually agreed-upon policy. In the remaining cases, an outside agency or the university's accounting department gathers the data.

Policy for Calculating Collection Values

The survey asked how collection values are calculated. The five choices (plus "none" and "other") were: replacement plus processing costs; straight replacement value; value of item if purchased now; appreciated value if different from replacement value; and depreciated value. Finding patterns among the responses was difficult. One might suppose that each institution would select one of these ways of calculating values and apply that method to both general and special collections. Of the 46 institutions responding, 21 (46%) use a single method for both their general and special collections, with apparently no exceptions. However, the majority of respondents (54%) use multiple methods for calculating these values. One library uses replacement plus processing costs for its general and special collections, but also uses appreciated value for its special collections. Another uses the value of the item if purchased now for its general collections and replacement plus processing costs for its special collections. A third uses depreciated value for the general collections and appreciated value for its special collections. Several libraries use current value, replacement value, and replacement plus processing value, applying all methods to both general and special collections.

Of the five respondents that use a depreciated value for the general collections, four are state university libraries and one is a Canadian university library. The two respondents that use depreciated value for their special collections are both state university libraries. Of the ten institutions using an appreciated value for their special collections, eight are state universities and two are Canadian universities. It should be noted that no institution appreciates its general collection.

The libraries that reported they use replacement plus processing costs were sent follow-up questions to determine which tools they use to calculate replacement value and which processing costs are recovered. Their responses show that they use a variety of tools and include a range of processing activities. Eleven of the twenty-five respondents report that they use prices in the *Bowker Annual*; five use their own internal estimate; five use their prior year's acquisitions records; and others use information from Yankee Book Peddler, Amazon,

Barnes and Noble, *Books in Print*, Blackwells, and various resources for valuing out-of-print items. Of the 25 respondents, 19 (76%) use an average value—usually for the discipline or format—for replacement purposes; 6 (24%) use the actual current value or an approximation thereof. The library activities that factor into processing fees are: acquisitions (12); cataloging (12); marking and shelf preparation (11); binding (9); preprocessing (8); searching (6); and tracing (4). Five libraries assign a service charge that includes elements of all these activities.

Frequency of Valuation

Libraries are considerably more predictable when it comes to the frequency with which they calculate the value of their collections. Of 46 responses, 28 (61%) calculate the value of general collections on an annual basis and 28 calculate the value of special collections on an annual basis. Of these, 25 libraries calculate both general and special collections' value annually. In the other three cases, one calculates general collections annually and special collections irregularly; another calculates general collections annually and special collections regularly but not annually; and the third calculates special collections' values annually and general collections irregularly.

Generally, it appears that state and Canadian university libraries are more likely to calculate the values of their collections annually, while most of the private university libraries participating in this survey seem to go through the exercise either regularly but not annually, or on an irregular basis.

How Collection Values are Determined

Libraries have various techniques at their disposal when attempting to determine the value of their collections. In some institutions, the decision is made to assign an average value per item and calculate the value of the entire collection by performing a simple multiplication. In other libraries, a "tiering" of the collection is performed to subsets by discipline or by format to recognize the inherent differences in value between, say, a novel and a science textbook, or between a book and a piece of software.

Once again, it is clear from the results of this survey that many, if not most, libraries use multiple strategies to determine the values of their collections. Of the 46 responding libraries, 22 (48%) devise a whole-collection value for their general collections, and 23 (50%) do the same for special collections. But, 14 of these 23 libraries also use other methods for their special collections—typically disciplinary and/or collection-wide, but only over a certain dollar threshold.

The three libraries that determine general collection values on an item-by-item basis are all Canadian university libraries; and the twelve that calculate special collections values on an item-by-item basis are either Canadian or state university libraries. Otherwise, the survey results are fairly predictable. General collections are most often valued as a collection, followed closely by format of material and/or discipline, though one library does not calculate a value for general collections at all. Every library calculates the value of its special collections in one or more ways. Special collections are typically valued as a collection, but a significant number of libraries provide values for individual items over a certain dollar threshold, such as $1,000.

Formulae used to Determine Value of Special Collections

Of 46 respondents, 10 (22%) use only one method to place a value on their special collections; these 10 split evenly between selecting the average value per item of groups of materials within the collection and an institutionally agreed-upon value of the collection.

The remaining 36 respondents (78%) use at least two and sometimes six different methods to arrive at the value for their special collections. Five libraries (11%) use all six methodologies identified in the survey for one aspect or another of the collection.

What can be gleaned from this data? Apparently, this practice depends on a wide variety of information located in a number of places; to successfully place a value on special collections, librarians need to turn to several resources. Perhaps special collections simply have characteristics that make them difficult to assess with one single

approach. If this message can be effectively conveyed to the risk managers and chief financial officers in the parent institution, the process of managing these highly idiosyncratic collections will be made easier.

Impact of Auction Records

At one point, there was some concern that the increasing availability of materials through online auctions would reduce the information accessible by librarians to assess their special collections. In response to the survey question on this topic, 42 of 43 libraries, or 98%, indicated that there had been no experience to indicate that the special collections valuation process had been hampered. One library did indicate a problem with online auctions, but there is insufficient information to be able to describe the attributes of the problem.

Use of Collection Valuations

Based on the supposition that there might be a use for collection valuations *other than* for insurance purposes, libraries were asked to indicate how their institutions actually use these data. Of the 45 institutions responding, 43 (96%) use the information for insurance purposes. Some of these respondents also use the information for other purposes: the two most common are for capital asset accounting for the university and to demonstrate the value of donations to the external university and library community.

At least one institution uses this information to calculate the rate of return on its assets to the university, for managing library collections, and for developing library budgets. This institution is highly unusual; a few institutions manage to derive *one* other benefit from this exercise, but for most it is a straightforward exercise in insuring the collections.

Institutional View of Library Collections

Libraries were asked directly whether their institutions regard library collections as capital assets, depreciating, capital assets, appreciating, or current assets (consumables). Compared to the responses above on the institutional policy for calculating collection values, these answers are an eye-opener. In the question about calculating values, 5 out of 46 institutions (11%) depreciated general collections and 10 (22%) appreciated special collections. In response to this question, 21 (44%) of 48 respondents reported that general collections are seen as depreciating assets; 7 (15%) regard special collections as depreciating assets. The good news is that 12 (25%) perceive general collections as being appreciating assets and 22 (46%) consider special collections to be appreciating assets.

Although it is difficult to understand how a collection of books that could be several hundred years old can be a consumable, 13 respondents (27%) report that their institutions perceive general collections as consumables and 6 (13%) see special collections as consumables. There are also others ways to regard collections. Several libraries report that their institutions regard collections as capital assets, non-depreciating. This term suggests that they are also non-appreciating. One library explained that for purposes of insurance, the collection is considered appreciating, but for capital asset purposes, it is defined as depreciating. "Interesting situation" was the remark accompanying that comment. Another institution regards the collections as "inexhaustible capital assets, neither appreciating nor depreciating."

Further discussion is clearly required between librarians and those in the parent institution who control the insurance structures. The differentiation between appreciating and depreciating may not be important to some, but the implications are staggering when attempting to calculate the difference in value of a collection using the two approaches.

How Depreciation is Determined

The 25 institutions whose collections are perceived as depreciating were asked what method of depreciation was used. Fourteen (56%) reported using straight-line depreciation; four (16%) use the physical life of the material; four (16%) use the relevance or intellectual life of the material. None considered loss of service potential or half-life of the material. Of the remainder, three respondents did

not know how the university treated the collection; two institutions depreciate the collection over a 10-year period; one does so over a 40-year period; and one depreciates the collection by 100% in the year that the item is acquired.

Replacement of Lost Books

Related to the question of valuation of collections is that of replacing lost books. Of the 52 responding libraries, 100% charge for replacement of lost books. Most charge for replacements in just one way, but where an institution reported multiple ways of charging, one must assume that one or more branches or department of the library charge fees separately from the main library.

Fifty-one libraries responded to a question regarding the method of charging. Twenty-four (47%) charge the actual replacement cost of the item plus processing; nineteen (37%) charge a flat fee based on discipline or format, plus processing; sixteen (31%) charge a flat fee plus processing, without taking discipline or format into consideration; thirteen (25%) accept user-purchased copies and waive the processing fee. Smaller numbers of libraries charge the actual replacement cost of the item, assess a flat fee varied by discipline, charge a flat fee per physical volume, or have another way of charging. Most of the other ways are variations of the standard methods. The most common variation is to accept a user-purchased copy but *not* to waive the processing fee.

Risk Managers

Most academic and research libraries do not have their own risk managers. Of the 52 libraries reporting, 43 (83%) do not have a risk manager. Of the nine libraries that do, the only commonality is that none of them is a private academic library; they are either state or Canadian university libraries, or non-academic research libraries.

Most university libraries appear to be satisfied with the institutional policies for insuring and valuing the library's collection. One reported being very dissatisfied, but did not indicate what the problem was. In other cases, a lesser degree of satisfaction seemed to be limited to state academic institutions. Even more striking, most libraries seem satisfied with their relationships with the institutional risk management office or other unit responsible for valuation and insurance.

Conclusion

One of the major discoveries of this survey is that, while considerable differences exist among ARL member libraries in the ways that they and their institutions conceive of the insuring and valuation process, there are significantly more commonalities than was thought the case prior to the survey.

Librarians are clearly making the case successfully that their collections—especially special collections—are assets to be regarded as important and appreciating and not to be relegated to the category of depreciating or current-use asset, although the latter is still the case in many universities. Librarians also seem to have control over much of the valuation process and, where they do not have direct control, they have a positive relationship with the offices in the parent institution that are administratively responsible for these efforts.

Since this topic was last surveyed in 1991,[3] insurance coverage of library collections, both general and special, has increased to nearly 100% from approximately 90%. In 1991, the most common method of determining replacement cost was a simple replacement-cost value; now the importance of including processing costs has been understood by university administrators and included in the formula. Also at that time, almost 25% of the libraries had no insurance coverage for their special collections items; this contrasts significantly, and positively, with the current survey's finding that 98% of special collections are covered by insurance.

The question of how to value a collection is at the heart of this study. It has presented librarians with headaches for years, as they attempt to rationalize policy with reality to ensure that in case of a disaster they really would be able to replace the collections that serve their academic and research communities. The responses gained from this survey are partially helpful. It is useful to know that almost 20% of ARL

member institutions allow their special collections values to appreciate—a reflection of the real world. On the other hand, it is puzzling to learn that libraries use so many different ways to value their collections, all within the same library, and it is obvious that the survey did not anticipate the need to follow up aggressively on this issue.

Further research should be done to identify and analyze the determining factors for using one methodology versus another in valuing collections, and thus to provide additional guidance to librarians and their colleagues. However, the results of this survey will give support to those librarians who are trying to convince their institutions that collections appreciate, and don't depreciate, and that the growing amount of electronic materials will soon need attention within the academic environment to protect the investment made by the university on behalf of its students and scholars.

It had been hoped at the outset that a survey of research libraries and their parent institutions would provide a "magic bullet" for those seeking assistance and advice on approaches to insuring, valuing, depreciating, and/or appreciating collections. Perhaps not surprisingly, the results of the survey show that while there may be some general trends, particularly in the area of fees charged for replacing lost books, in most areas libraries vary considerably in their practices, in the philosophies behind these practices, and in the locus of responsibility for insuring and valuing collections. It is likely that the best advice for a librarian seeking answers in this area is to study the various practices and the rationales for these practices, and to attempt to craft for his or her own institution a set of policies and procedures that are the most sensible for that particular institution.

(Endnotes)

[1] Susan A. Cady, "Insuring the Academic Library Collection," *Journal of Academic Librarianship* 25 (May 1999): 211–15.

[2] The insurance environment for the Canadian respondents warrants further description. In 1988, the Canadian Association of University Business Officers (CAUBO) formed the Canadian Universities Reciprocal Insurance Exchange (CURIE). This self-insurance mechanism secures long-term, stable, and economical property and casualty insurance coverage that addresses the specific needs of 50 of Canada's universities. CURIE creates for these subscribing universities an insurance and risk management environment that does not exist to such an extent in the United States. The National Association of College and University Business Officers (NACUBO) may make recommendations regarding insurance, liability, and related administrative matters, but does not appear to have the same kind of focus within the U.S. as CURIE does in Canada.

[3] Marcia J. Myers, *Insuring Library Collections and Buildings*, SPEC Kit 178 (Washington, D.C.: Association of Research Libraries, 1991).

SPEC Kit 272
Insuring and Valuing Research Library Collections

Survey Results

Risk management in research libraries has gained increasing attention in recent years. The role of the institutional risk manager has expanded, and often has an impact on the business processes of the library. Overall, societal awareness of natural and unnatural security and environmental risks has driven librarians and other administrators in institutions of higher education to be far more concerned than in earlier years about protecting and insuring institutional investments. Even the replacement of lost books, once the sole purview of the library's circulation department, has become more visible and prone to investigation by units such as risk management or internal audit.

Of most concern to many librarians is the variety of ways in which collections can be valued. This process can be a political one: is it better for the university to show that it has a very valuable collection, or that it has the financial means to cover anticipated losses? Collections can be appraised for their replacement value, or can be depreciated. If they are depreciated, and a loss occurs, the library might not be able to replace the lost materials, since books and book-related materials almost invariably cost more over time.

This survey is designed to investigate what methods are used to value or appraise research library collections, in order to provide librarians with information useful to them in discussing these issues with their administrative officers and risk management staff. Both insurance and valuation are important in gathering information about this complex issue. There may be distinctions between general and special collections, and between print and nonprint resources; some of the survey questions are designed to elicit specific institutional actions regarding these differences.

This survey was designed by Susan K. Martin, President, SKM Associates, Inc., formerly University Librarian at Georgetown University.

Please submit this survey and send the requested documentation by **July 8, 2002**. As always, individual responses to the survey will be treated confidentially.

Note: Fifty-two of the 124 ARL member libraries (42%) responded to the survey.

Background

1. Are any of your library collections insured? (n=52)

Yes	47	90%	Please complete the survey
No	5	10%	Please skip to question 8

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Insuring Library Collections

2. Are your library's general collections insured? (n=47)

Yes	47	100%
No	0	

If yes, please indicate how they are insured. Check all that apply. (n=47)

Commercially insured by university	34	72%
Self-insurance by university	19	40%
Self-insurance by state	10	21%
Commercially insured by state	2	4%
Self-insurance by library	1	2%
Other, please describe	1	2%

Commercially insured by the state with self-insurance retention

3. Are the library's rare books, manuscripts, and special collections insured? (n=47)

Yes	46	98%
No	1	2%

If yes, please indicate how they are insured. Check all that apply. (n=44)

Self-insurance by university	18	41%
Fine arts policy	12	27%
Self-insurance by state	7	16%
Valuable papers policy	4	9%
Self-insurance by library	2	5%
Other, please describe	19	43%

Commercial insurance. All collections are insured by format, including special collections holdings, at the university-wide level. Campuses may have additional fine arts or other special coverage. (5 responses)
Insured by commercial property coverage, under same policy as all university property. (4 responses)
Commercially insured by university. (3 responses)
Treated as part of total collections insured commercially and self-insured by the university.
Just as a part of the collection, based upon valuation. About every five years, in the past, we have done a detailed evaluation.
Commercially insured by state.
This policy would be in effect only when material is in transit (for travel to exhibitions, conservation work, etc.).
Items over $1,000 covered by fine arts policy, items under $1,000 commercially insured.

4. Does the library have a risk management policy for electronic material? (n=46)

Yes	7	15%
No	39	85%

If yes, please indicate which of the following the policy addresses. Check all that apply. (n=7)

Content stability	5	71%
Licensing and legal constraints	4	57%
Recovery from loss of or damage to data	4	57%
Documentation of change in format, structure, or presentation	3	43%
Format migration	2	29%
Other, please describe	2	29%

Documented losses would be eligible for a claim to the State's Risk Management division (subject to $2,500 deductible).
The library has no single overall policy though content is protected through back-up, migration and licensing as needed.

5. Please indicate whether the library is covered by insurance for any of the following. Check all that apply. (n=45)

Fire damage	43	96%
Water damage	42	93%
Equipment loss or damage	37	82%
Litigation costs	34	76%
Personal liability	31	69%
Interlibrary loan loss or damage	27	60%
None of the above	2	4%
Other, please specify	4	9%

Optional for interlibrary loan loss or damage.
Our insurance carries substantial deductibles, so minor losses are, in effect, not covered. Valuable ILL materials are always sent through insured mail.
All-risk property loss (theft, windstorm, hail, lightening, falling objects, explosion, etc.), boiler & machinery coverage, automobile liability & physical damage, crime, employee dishonesty, fine arts.
Not the library per se—the university covers these kinds of matters through more general policies.

6. Are food and/or drink allowed in the library? (n=46)

Yes	25	54%
No	21	46%

If yes, has the library's insurance policy been affected? (n=25)

Yes	1	4%
No	24	96%

Please explain
Policy about food/drink is mixed—certain kinds of items are allowed in certain library settings, i.e., covered drinks are permitted in some areas. Food is NOT allowed in stacks areas or around books.

Only allowed in a study hall area where there are no collections.

One library has a coffee shop within the library building. No food and drink are permitted in other areas within that library or in other libraries on campus.

7. Does the library have a policy for insuring library materials in transit to and from other locations for exhibits? (n=46)

Yes	34	74%
No	12	26%

Collection Valuation

8. Are any of the library collections assigned a value for insurance or other purposes? (n=52)

Yes	45	87%	
No	7	13%	Please skip to question 17.

9. Who determines the valuation policy for library collections? Check all that apply. (n=45)

Library administration	37	82%
University or institution risk management	26	58%
An outside agency (e.g., insurance company)	9	20%
University or institution chief financial or administrative officer	5	11%
Other, please specify	5	11%

The head of special collections is responsible for valuing those items. (2 responses)
Valuation of library collections occurs only when an item is to be loaned for an exhibit at an outside institution. At that time the Registrar, in cooperation with appropriate recommending

officer, places a value on the item. The borrowing institution carries the insurance coverage for the item.
Estimates of value of a very special collection were conducted by internal staff based upon values assigned to the material by external evaluators and taking into account appreciation.
The University System requires annual valuation of library holdings for replacement (replacement cost or market value) and capitalization (historic value). Library staff provides all system libraries with the inflation adjustment factor(s) for each format of material.

10. How is valuation information gathered and presented? (n=45)

Gathered by librarians using an agreed-upon policy and presented to appropriate university or institution office	42	93%
Gathered by another university or institution unit for its internal use	0	
Gathered by an outside agency and presented to the university or institution	2	4%
Other, please specify	1	2%

The University's Accounting Department determines the historical cost of the collection.

11. What is the institution's policy for calculating the value of collections? Check all that apply. (n=46)

	General Collections	Special Collections	Materials Awaiting Processing
Replacement plus processing costs (in the case of damage or destruction)	28	21	17
Replacement value	13	15	14
Value of item if purchased now	10	12	9
Appreciated value (if different from replacement value)	0	10	1
Depreciated value	5	2	3
No policy	1	1	8
Other, please explain	6	12	6

General Collections:
The collections of the [library] are considered heritage assets; thus no overall dollar value is assigned.
Average cost.
For items with no current fiscal year average value (based on actual purchase price) we've used an estimated value based on a 1994 appraisal report or the 1991 ARL SPEC Kit 178.
The value of the collection is determined by the historical cost of the item.
Valuation at time of loss.

Special Collections:
Agreed-upon value based upon educational replacement of like items up to max. of $500,000 per item.
Appraised value if available.
Replacement as part of the general collection plus processing.
Note: most of these items are irreplaceable.
Note: Special collections not handled separately from general collections.

Materials Awaiting Processing:
Uncatalogued or unprocessed material is not evaluated for insurance purposes but for income tax receipts for donors.
In-process materials included only to the extent reflected in official library statistics.
Value is determined by purchase price.
Unless the material is received as a gift the material is not usually assigned a value.
Gift collections may be assigned a value "item by item" and a general principle of valuation is the cost of the item to the libraries "if purchased now".

12. Please indicate how frequently collections are valued. Check all that apply. (n=46)

	General Collections	Special Collections	Materials Awaiting Processing
Annually	28	28	17
Regularly, but less frequently than annually	7	8	6
Irregularly	8	8	4
Have never been valued	1	0	11
Other, please explain	2	3	6

Biannually

My sense for all categories is that we respond to Treasurer's office mostly on an annual basis.

This is a moving target because materials [awaiting processing] are processed quickly. We would be able to establish the value if needed.

13. How are collection values determined? Check all that apply. (n=46)

	General Collections	Special Collections	Materials Awaiting Processing
As a collection	22	23	14
By format	18	14	13
By discipline	14	5	8
As a collection, but item by item over a certain threshold	3	20	3
Item by item	3	12	7
By country of publication	2	1	2
Not applicable	1	0	11
Other, please explain	5	4	2

General Collections:
Value is equal to historical cost. Each year the value is increased by the amount expended on the collection and decreased by the value of items withdrawn.

Whether the volume is paper or hardbound.

By location on campus.

For insurance purposes a volume count is maintained along with a cumulative expenditure amount. These are divided to get an average cost per volume fo. insurance purposes. This procedure is done for all collections. Should the cost of a volume exceed the average, the claim amount reflects replacement cost.

We used to use HEPI for valuation. Now we have to use a combination of either HEPI plus inflation, or we have to look to Bowker, or some other source for some approximate evaluation. It is not "scientific" at all, anymore.

Special Collections:
When handled for exhibits.

As part of the general collection.

Materials Awaiting Processing:
Materials awaiting processing are figured as part of general collection or part of Special Collections.

14. What special tools or mechanisms are used to determine the value of special collections? Check all that apply. (n=46)

Average value per item of groups of materials within the collection	22	48%
Actual value of only selected (presumably high value) items	19	41%
Agreed-upon value of the collection	17	37%
Average value per item of the entire collection	15	33%
Recent auction prices	12	26%
Total cash value of the collection	11	24%
Not applicable	3	7%
Other, please specify	10	22%

Valuation based on appraisals. Agreed-upon value based on unit replacement costs. (5 responses)
Replacement value using purchase value plus % increases annually depending on market.
Current dealer prices.
Appraisal value when donated.
Average value per item in the general collection.

15. Has the special collections valuation process been hampered by reduced availability of auction records due to increasing online transactions? (n=43)

Yes	1	2%
No	42	98%

16. How does your institution use collection valuations? Check all that apply. (n=45)

For insurance purposes	43	96%
Calculating the rate of return to the university or institution of its assets	5	11%
Managing library collections	5	11%
Developing library budgets	2	4%
Making decisions regarding the allocation of resources	2	4%
Other, please specify	11	24%

For capital asset accounting for the University financial statement. (5 responses)
To report capitalized assets (for special collections items >$1,000.)
Describing the value of the collections to outside agencies (such as grants agencies), donors, etc.
Demonstrating the value of donations to the institution.
Making the case for capital improvement—new construction and/or renovations.
For security measures in Special Collections such as security systems, loans for exhibitions, physical plant & environmental measures.

Institutional Environment

17. How does your institution regard library collections? Check all that apply. (n=48)

	General Collections	Special Collections	Materials Awaiting Processing
Capital assets, depreciating	21	7	15
Capital assets, appreciating	12	22	8
Current assets (consumables)	13	6	7
Other, please specify	6	12	7

General Collections:
Replacement value.
Capital asset with value fixed by historical cost.
For insurance, appreciating; but for capital asset as depreciating.
Per new GASB guidelines—until 2001–02, all collections were regarded as "capital assets, appreciating."
Capital asset, average cost.
As inexhaustible capital assets, neither appreciating nor depreciating.
Materials in the Research Depository Library (storage only area) have in the past been valued at half of the value assigned to an average item in the general collection. This may change this year as new procedures are being developed for assigning values.

Special Collections:
Replacement value.
Capital assets, non-depreciating, per GASB 34/35. (5 responses)
Capital asset with value determined by market value and rarity.
Book value.
Not shown on balance sheet.

Materials Awaiting Processing:
Replacement value.
Capital asset with value pegged to cost.
Not shown on balance sheet.

18. If the collection is depreciated, how is the depreciation value determined? Check all that apply. (n=25)

Straight-line depreciation	14	56%
Physical life of the material	4	16%
Relevance (i.e., intellectual or programmatic life of the material)	4	16%
Loss of service potential	0	
Half-life of the material	0	
Other, please specify	7	28%

By annual acquisitions and dispositions using average 10 years life expectancy, except for rare books.
40-year amortization schedule.
General collections are depreciated over 10 years for institutional capital asset reporting (per GASB). We still provide a separate report showing appreciated value for insurance/replacement purposes.
100% depreciated in year acquired.
Have never depreciated the collection. Items increase in value or increase in replacement cost.

19. Does the library charge borrowers for replacement of lost books? (n=52)

Yes	52	100%
No	0	

If yes, how is the charge determined? Check all that apply. (n=51)

Actual replacement cost of the item, plus processing	24	47%
Flat fee varied by discipline or format, plus processing	19	37%
Flat fee plus processing	16	31%
We accept a user-purchased copy of the item instead of buying it ourselves, and waive the fee	13	25%
Actual replacement cost of the item	5	10%
Flat fee varied by discipline (sciences higher) or format (journals, A/V, etc.)	4	8%
Flat fee per physical volume	4	8%
Other, please specify	7	14%

Accept user copy on a case by case basis.
We sometimes accept a user-purchased copy of the item but charge them a processing fee.
We accept user-purchased copy of the items but do not waive the processing or overdue fees.
We accept a user-purchased copy of the item, but do not waive the processing fee.
In special circumstances, some leeway is given to the unit head in charging replacement costs, to lower the replacement cost if the fee mandated by the policy seems disproportionately high.
Minimum replacement of $50.00 for book; $75.00 for periodicals.
We accept a user-purchased copy, at the user's option, instead of the standard replacement cost, but still charge the processing part of the fee because we still have to withdraw the lost copy and add the new copy.
If OP, flat charge of $55.00 plus $10.00 processing.

20. Does the library have a risk manager? (n=52)

Yes	9	17%
No	43	83%

21. On a scale of 1 to 5, where 1 is Very Dissatisfied and 5 is Very Satisfied, please indicate how satisfied the library is with the institutional policy for valuing and insuring the library's collections. (n=50)

Very Dissatisfied	2	3	4	Very Satisfied
1	5	14	23	7

Comments:
Dissatisfied with the University's valuation policy of grouping the general collection and special collections as the same.
Our auditors and our risk management functions take place in different university offices, and we're not sure they always communicate with one another. That's a source of questions and potential inconsistencies for us.
For the last several months, we have been working closely with the Institute's Risk Management Office to determine value of collections and the logical limit per occurrence. This has varied due to the likelihood of loss in particular facilities (older or location—higher likelihood of loss, the higher the limit on loss). The Risk Management office has been very supportive of the libraries' needs, only questioning the reason for replacing print items when electronic are available (this was clarified to their satisfaction).
For insurance, the process is ad hoc and dependent on negotiations with insurers. For depreciation, the library is very dissatisfied with the way the collections are depreciated.
The institutional practices undervalue the general collection.
We are not satisfied with the State System policies, GASB interpretations, etc.
Re: the relationship with the office responsible for depreciating the library collections as capital assets, the library is very dissatisfied.

22. On a scale of 1 to 5, where 1 is Very Dissatisfied and 5 is Very Satisfied, please indicate how satisfied the library is with its relationship with the institution's risk management or other unit that is responsible for valuation and insurance. (n=50)

Very Dissatisfied	2	3	4	Very Satisfied
0	5	10	18	17

Comments:
We have a very good working relationship with our University Risk Manager.
Risk Management is very responsive to thefts and accidents. Over the past year we had two major accidents/vandalism cases and the Risk Management representative was on the scene immediately.
The level indicated is for the risk management office, where there is a good level of communication and responsiveness.
We have no direct contact with the Underwriter, they work with the Risk Management Office who in turn contact us. The Underwriter did a complete review of library facilities telling us where we needed to make changes to reduce our exposure (more sprinkler, blocking up windows, etc.). The institute will cover the costs associated with these recommendations.
The Office of Risk Management has been very helpful in identifying possible risks for transporting items and in locating appropriate carriers.
Library is just beginning to develop this relationship.

Additional Comments

23. Please submit any additional information regarding insuring and valuing library collections at your institution that may assist us in accurately analyzing the results of this survey.

Agreed-upon values for library collections are based on two sources: 1) Campus libraries report statistics in each of [the university's] standard collection categories to Systemwide Library Planning. These reports are conveyed to [university] Risk Management. 2) Unit replacement values for each format of material are used to calculate agreed-upon valuations for the collections. The unit values include the cost of purchasing materials and the estimated cost of acquiring and preparing them for use (including, e.g., acquisitions, cataloging and classification, marking, etc.). These unit values are maintained and updated by Systemwide Library Planning in consultation with the campuses. (5 responses)

The university participates in the MHEC master property insurance consortium. There is a university-wide deductible of $200,000 per loss. The libraries are subject to the university's internal deductible of $10,000 per loss. Library collections are covered under the university's general property policies. There are no separate or unique insurance arrangements for library collections.

This whole area can be in a state of "flux." We are both depreciating and appreciating the collection for insurance purposes. I continue to suggest that we should *not* insure the smaller branches, nor our rare books (heresy, right?). But, the risk management people and the business services people are afraid of a fire and then being asked why they did not cover some portion of the collection, though they continue to "grumble" and complain about the increasing values and therefore the increased insurance costs.

While we do not have a full-time risk manager, the AUL for Administrative Services serves as primary liaison with campus & State System offices re: risk management and valuation issues. Other key personnel include the Head of Acquisition, Head of Collection Development, Director of Special Collections and Archives, Purchasing Manager, and others as needed.

As a point of information, the state picks up losses above a $10,000 deductible. The university picks up the losses from $2,000–9,999. And, the library must pick up losses from $1–1,999. It is one thing to be insured by the state. Quite another to collect from them. And, it requires a very long time for the adjusters to make any decision. The university takes care of its obligations quickly, in contrast.

Some standardization among research libraries on arriving at collection values would be helpful. That is, some models or methodologies to arrive at values would be helpful.

Responding Institutions

University of Alberta
Boston College
Brigham Young University
University of British Columbia
Brown University
University of California, Berkeley
University of California, Davis
University of California, Irvine
University of California, San Diego
University of California, Santa Barbara
Cornell University
Florida State University
University of Hawaii at Manoa
University of Houston
Howard University
University of Illinois at Urbana-Champaign
Iowa State University
Kent State University
University of Kentucky
Université Laval
Library of Congress
Louisiana State University
McGill University
McMaster University
University of Manitoba
Massachusetts Institute of Technology
University of Michigan
Michigan State University
University of Minnesota
University of Missouri
University of Nebraska–Lincoln
University of New Mexico
New York State Library
Northwestern University
University of Oregon
University of Pennsylvania
Pennsylvania State University
Purdue University
Rice University
University at Buffalo, SUNY
University of Tennessee
University of Texas at Austin
University of Virginia
Virginia Tech
Washington State University
Washington University in St. Louis
University of Waterloo
Wayne State University
University of Western Ontario
University of Wisconsin–Madison
Yale University
York University

SPEC

REPRESENTATIVE DOCUMENTS

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF LEADERSHIP AND MANAGEMENT SERVICES

Risk Management and Insurance

Business Services
Administrative Support
Cashier's Office
Disbursements
Systems Support Group
Loans & Receivables
Payroll
Risk Management
Travel Office

BAS
Business & Administrative Services
Budget & Financial Planning
BAS Technology Svcs

Links To Financial Services

Frequently Asked Questions

Probably the *most* frequently asked question is **What is Risk Management?**

Risk Management is the process of identifying conditions that can cause injury or loss of assets, then devising strategies to eliminate or control those conditions. The most common form of risk management is *insurance*.

To avoid injuries, reduce disruption to education and research, and save money, the Office of the President has devised and maintained programs that

- provide systematic risk analysis
- develop techniques to reduce potential exposure to loss
- procure and administer insurance

This web page answers the most common questions about insurance and risk management at UC-Berkeley. It also has an index for quick reference. If you have a question that isn't covered, or you need more information, call us at 2-5141.

Risk Management Fax Number: 3-5050.

Risk Management Address: 191 University Hall, mail code 1100.

PROPERTY INSURANCE

How do I insure department property?

All property owned by the University is automatically insured at no charge for the following perils:

- Theft
- Vandalism
- Fire
- Water (as long as the damage is sudden, accidental, and not

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from a flood)
- Explosions
- Lightning
- Windstorms
- Hail
- Transportation from one site to another
- Building collapse

and any other sudden or accidental damage EXCEPT that caused by the following:

- Your own negligence (such as spilling coffee into your computer)
- Earthquakes
- Floods
- Changes in temperature or humidity
- Electrical disturbances (i.e. power failure or surge)
- Unexplainable disappearances
- Losses caused by deferred maintenance (such as a leaking roof)
- Loss of data

Coverage is worldwide, meaning the property need not be on University grounds to be insured. Lost or damaged goods are replaced or repaired with property of like kind and quality. The deductible (the amount you pay before insurance kicks in) is $1,000 for all perils with the following exceptions:

- Water Damage ($5,000)
- Fire ($5,000)
- Non-Forced Entry Theft ($5,000)

What is the Theft Deductible Buy-Down Program?

There are two ways to reduce the deductible for theft, which is $1,000 for a forced entry and $5,000 for a non-forced entry.

The first is to pay for the University's Theft Buy-Down Deductible program. For 40 cents per $100 insured, the University will reduce the deductible for forced-entry theft to $250 and for non-forced-entry theft to $1,000. This is an especially useful program for insuring property valued in the low thousands of dollars, such as computers. Use a Request for Insurance Form if you want to start a new policy. Use a Request for Change to Existing Insurance Form if you want to change or cancel an existing policy.

The second way to reduce the deductible for theft is to participate in the UC Police Department's UCB-ID program.

How do I report stolen, lost, or damaged UC property?

Call the UC Police at 2-6760 and have them make a report. Ask the responding officer whether you should contact Physical Plant (2-6556) to rope off the site for security or investigation.

Next, call us at 3-9318. Tell us what, when, where, and how the property was lost or damaged. The information you provide will assist us in determining whether your loss is covered under the insurance program.

If we determine that your loss is covered, the paperwork begins.

Within three days we need to receive a completed Property Loss Report. Not all sections of the Loss Report will apply; fill it out the best you can.

Within 60 days we need the following:

- The police report
- Proof the University owned or took responsibility for what was stolen, lost, or damaged
- Evidence of the original purchase price
- Evidence of Buy-Down Deductible or Project UCB-ID coverage
- Invoice itemizing repair or replacement cost

Depending on the circumstances, other documentation may also be needed.

Once all is in order, we'll submit a request for reimbursement, minus the applicable deductible, to the Office of the President (OP). OP will then fund the department account you designated in the Property Loss Report.

Warning: in no event will loss or damage be reimbursed if you report it more than 12 months from the date of occurrence.

If University property is damaged by an outside party, contact us at 3-9318 as soon as possible. It is part of our job to assist departments in recovering payments from liable parties.

Is private property covered by University insurance if it is on campus or used for University business?

The University insures only the property it owns or leases.

There are exceptions. The University will cover property loaned or rented from a non-University owner provided there is a written agreement signed by authorized personnel. Contact Equipment Management at 3-8233 or Procurement & Business Contracts at 2-3291 for more information.

It should be noted that on no occasion is the University responsible for the loss of private property due to criminal acts. Sorry, but if your backpack or laptop is stolen on campus, the University cannot compensate you.

Is University property insured while in transit from one location to another?

Insurance for transporting *new* property is handled through the Procurement Office. To insure property you've owned awhile, read on.

If the University property is worth less than $100,000 and is traveling within the continental United States and Canada, it's automatically insured at no cost to your department.

If the property is worth *more* than $100,000 you must buy insurance from the University at a charge of 5 cents per $100 of value.

To insure shipments worth more than $100,000 with destinations in

the contiguous U.S., please complete a Prior Approval Form and submit it to us, along with a copy of the Purchase Order, *15 working days* before the shipment date. For items that do not have a purchase order, please contact us at 3-9318 for procedures.

If you're transporting University property to Alaska, Hawaii, US territories (such as the Virgin Islands or Puerto Rico), or foreign countries, complete the Open Cargo Reporting Form and submit it to us *15 working days* before the shipment date. If the shipment is worth more than $1,000,000, contact us immediately.

Sometimes departments offer to pay the moving expenses of employees. Insurance for the transportation of household goods can be obtained through the Procurement Office. Call 2-3291 for more information.

The University will not insure property transported by the US Postal Service to the continental United States (including Alaska) or Canada. Nor will it cover the transportation of fine arts under some circumstances.

Is intellectual property, such as a professor's unpublished manuscript, insurable?

Usually not. That's because it's impossible to place a monetary value on unpublished manuscripts, instructional materials, research notes, and other such property.

What if my department needs to insure unique or especially valuable property, such as works of art or rare books?

Although precious artwork and rare books are covered under the University's property insurance program, the property insurance program doesn't cover every hazard (most water damage, for instance), so if a painting is doused by rain through an open window, your department is stuck for the cost of damage -- unless you purchase special fine arts coverage.

Fine arts insurance (Permanent Collection and Domestic Exhibit) covers all perils except:

- wear and tear, gradual deterioration, moths, vermin, inherent vice, or loss or damage sustained due to or resulting from any repairing, restoration or retouching process
- war
- nuclear hazard
- shipment by mail unless by registered first class or parcel post --provided such shipments not exceed $1,000 in value
- loss or damage to property shipped under "on deck" bills of lading.

For a cost of 23 cents per hundred dollars insured, the fine arts insurance program will cover your on-campus permanent collection up to a value of $5,000,000. The deductible is $500 per accident. To secure coverage for your permanent collection (or any part thereof) fill out a Permanent Collection Form. Changes to your collection should be reported promptly.

Fine arts coverage extends to exhibits of artwork elsewhere. If you're

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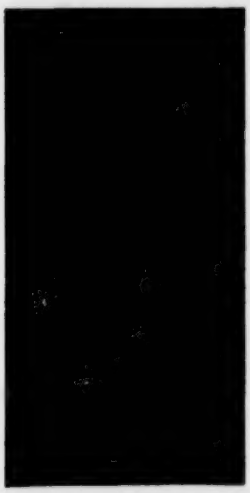

exhibiting department artwork in the continental United States and Canada (including other parts of campus), insurance is available for 3 cents per hundred dollars insured *per month* . Transportation is covered provided it is professionally done; trained UC personnel are acceptable movers. The maximum insurable value is $7,500,000, although the maximum for artwork in transit is only $500,000 per shipment -- Risk Management's way of encouraging you to move your eggs in several baskets. (If it's impossible to transport your exhibit in chunks worth less than $500,000, call us at 3-9318 two weeks prior to the shipping date.) The deductible is $500. To secure coverage for exhibits in the continental United States and Canada, fill out a Domestic Exhibit Form.

If you're exhibiting department artwork beyond the United States and Canada, notify us as soon as possible (3-9318). Insurance policies for overseas exhibits are written case-by-case and must be approved by Risk Management no fewer than 30 days *before* you want coverage to begin. The policy limit is $5,000,000.

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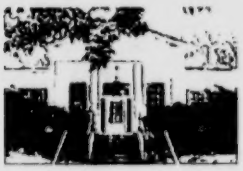
UNIVERSITY of VIRGINIA

Office of Risk Management

Office of Risk Management
2nd Floor, Carruthers Hall
P. O. Box 400205
Charlottesville, Va
22904-4205

Tel: 434-924-3055
Fax: 434-982-2635



OUR RESPONSIBILIIES:

Risk Management is the process of minimizing the adverse effects of accidental losses to the University. This process involves:

- Identification of exposures.
- Evaluation and selection of risk management techniques.
- Review of contractual agreements for risk transfer opportunities and liability, and insurance coverage requirements.
- Management of claims against and for the University, which could involve bodily injury, property damage, and other types of loss.
- Development of financial protective measures to pay for losses that do occur, either through insurance or self-insurance mechanisms.

OUR MISSION:

The mission of the Risk Management Department is to support the educational purpose and goals of the University of Virginia as one of the nation's leading institutions of higher learning. By identifying, eliminating, or reducing, where practicable, the conditions and practices which cause financial loss, and by maintaining a comprehensive risk financing program to protect the University against losses that occur, the Risk Management Department will endeavor to protect the University from financial losses which could impede its mission.

The Risk Management Department will accomplish its mission by utilizing proven risk management techniques: identify loss exposures throughout the University, analyze loss exposures to predict potential financial loss to the University, review of loss experience for the University, examine feasible risk management alternatives to reduce and finance losses, implement and monitor selected risk management measures.

The Risk Management Department values its role as the University's manager of risk which, left unaddressed, could adversely affect the financial viability of the University and possibly impede its mission as an institution of higher learning. Our desire is to accomplish our mission by meeting specific goals and objectives that are supported by values and guiding principles such as meeting the needs of people, supporting the educational goals of the University, providing effective and timely service, promoting ethics and integrity through our work, encouraging personal growth of staff, and practicing good communication within and outside the department.

STAFF **Office of Risk Management Staff**

Location: Our offices are located on the First Floor of Carruthers Hall, 1001 North Emmet Street (also Route 29) in Charlottesville. Parking is available in the Visitor's Lot at the south end of the building. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

E-mail comments to: Office of Risk Management
Last Modified: Tuesday, 03-Dec-2002 15:44:03 EST
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Policy: VII.H.1	Issued: July 1, 1999
Owner: Director of Risk Management	Latest Revision: January 2, 2001

RISK MANAGEMENT PROGRAM

- **1.0 Purpose**
- **2.0 Policy**
  - 2.1 Introduction
  - 2.2 Property Coverage
    - 2.2.1 Personal Property
    - 2.2.2 Domestic or International Shipments
    - 2.2.3 Objects of Art or Antiques
    - 2.2.4 Boiler and Machinery
    - 2.2.5 Reporting Losses
  - 2.3 Liability Coverage
    - 2.3.1 Foreign Liability
    - 2.3.2 Errors and Omissions Liability
  - 2.4 Automobile Liability & Physical Damage Coverage
    - 2.4.1 Liability Coverage
    - 2.4.2 Physical Damage Coverage
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  - 2.7 Watercraft Coverage
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  - 2.9 Faithful Performance of Duty Bond
  - 2.10 Nuclear Energy Liability Insurance
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  - 2.12 Remote Access Telephone Fraud
- **3.0 Definitions**
- **4.0 References**
- **5.0 Approvals and Revisions**

1.0 Purpose

This policy describes the general responsibilities of the Department of Risk Management, the general types of coverage provided, and the responsibilities of University employees

2.0 Policy [Top]

2.1 INTRODUCTION

The Department of Risk Management is charged with the responsibility of administering the risk management programs for the University, including procurement of insurance and administering claims associated with the University's risk management program.

The University, for its own protection and for the protection of its employees and agents as well as the general public, maintains an umbrella of insurance protection as a part of its risk management program. Coverages include general and professional liability, property damage, vandalism, theft, boiler and machinery, watercraft, aircraft, automobile liability and physical damage, telephone fraud, workers' compensation, and other specialized coverages as may be necessary.

This policy briefly outlines the coverages being maintained, but because of the complexity of the various coverages, it does not detail all of the exclusions and exceptions. Please call the Department of Risk Management (4-3055) for any inquiries concerning insurance coverage, or to report any claims relative to bodily injury or property damage as well as to report any other incidents that may result in financial loss to the University.

As a State agency, the University participates in certain insurance programs which are part of a State's Risk Management Plan. The University's Department of Risk Management has the responsibility of procuring insurance or developing self-insurance programs that are not provided by the State Plan.

Employees are encouraged to call the Department of Risk Management to discuss any perceived risks that they may encounter throughout the University. The University's Risk Management Program deals not only with insurance and claims, but also with coordinating attempts to prevent or reduce future losses.

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Whenever any type of loss occurs, except those dealing with vehicles, an Incident Report Form should be completed and sent or faxed (2-2635) to the Department of Risk Management in Carruthers Hall. For incidents dealing with vehicles, an Automobile Loss Notice Form should be completed and sent to Risk Management.
Reference Procedures:
7-80 "Completing Insurance Incident Form"
7-81 "Completing Automobile Loss Notice"
7-82"Reimbursing Housing Resident Claims"

2.2 PROPERTY COVERAGE
The State Division of Risk Management (DRM) has developed a Property Insurance Plan, which is comprised of self-insurance and commercial insurance. The Plan covers all State-owned buildings, contents, and related contents and equipment on or off grounds, loss of business-related income, and in certain cases, extra expense incurred to expedite repairs. The Property Insurance Plan also includes coverage for Boiler and Machinery losses, which represents a combined program of coverage that will reimburse State agencies for repair or replacement of lost or damaged property from the perils of fire, lightening, windstorm, theft, flooding, sudden and accidental breakdown of machinery, and other causes (see Boiler & Machinery section for more information).
All State-owned buildings and contents are covered for repair or replacement, but all losses are subject to a departmental $1000 deductible. The department responsible for the property incurs the deductible. When multiple departments are involved in one loss, the deductible is shared by all departments involved, and must be paid from departmental funds. State and University procurement guidelines must be followed after the department files a claim to have property repaired or replaced. When a single loss exceeds the departmental deductible of $1,000, the University will pay up to the next $99,000 for that loss. If a loss exceeds $100,000, the State insurance program begins to pay for the loss above the $100,000 threshold.

2.2.1 Personal Property
Personal property belonging to employees or students that is located on grounds is not covered by State or University property insurance, unless their property is damaged through some negligence on the part of the University. It is strongly recommended that individuals having personal property at the University contact an insurance agent for appropriate insurance coverage, such as homeowners or renters insurance, to protect their personal possessions.

2.2.2 Domestic or International Shipments
The State's Property Insurance Plan also insures State property, and in some cases the property of others, while located away from the University or in transit anywhere in the world, with the exception of certain high-risk countries. When shipping State property or property belonging to others valued in excess of $10,000 to an off-site location, the Dean or Department Head is required to write a memorandum to the Director of Risk Management, which authorizes the removal of the property from the University's premises. The memorandum must contain a complete description of the equipment, its estimated replacement value, its intended location, and the length of time it will be away from the University as well as any other pertinent information relevant to the shipping of equipment.

2.2.3 Objects of Art or Antiques
The Department of Risk Management requires departments possessing objects of fine art or antiques to provide a full description of the object, its value with a valid appraisal when possible, and the location of the item. Fine arts and antiques are covered at their appraised or stated value. Since a loss is more difficult to adjust with appraisals attempted after an article is damaged or stolen, it is strongly recommended that evidence of the replacement value of such items be obtained in advance and stored in an off-site location.

2.2.4 Boiler and Machinery
This is specialized coverage for the replacement or repair of such items as boilers, fired and unfired pressure vessels, refrigerating or air conditioning systems along with any piping and its accessory equipment, and any mechanical or electrical machine or apparatus used for the generation, transmission or utilization of mechanical or electrical power. There is coverage whenever there is a sudden and accidental breakdown of the items listed above or any parts of those items. At the time the breakdown occurs, it must manifest itself by physical damage to the object that necessitates repair or replacement.
The Department of Risk Management should be notified within 24 hours of damage or loss. Departments are responsible for paying the deductible, which is the first $1,000 per claim. The University is responsible for the next $99,000 of loss. The State's program of insurance begins to pay when a loss exceeds $100,000.

2.2.5 Reporting Losses
Report all thefts to the University Police Department immediately. A completed insurance incident report form must be sent to the Department of Risk Management within 48 hours of discovering any loss of state property when it is anticipated the loss will exceed $1,000, or if the loss is caused by a third party.
Prompt reporting and full documentation compliance will expedite recovery for losses incurred. Late reporting or delays in repair or replacement documentation can delay or forfeit reimbursement. Notice of loss must be made to the Department of Risk Management immediately upon discovery.

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http://www.bussvc.wisc.edu/risk_mgt/risk_mgt.html

THE UNIVERSITY of WISCONSIN MADISON

Business Services
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Special Events Insurance
Student Risk Management Information
Camps & Clinics
Study Abroad

Risk Management
Mission Statement
Staff Directory
Risk Management Home

Where We Are
Risk Management
720 University Avenue
Madison, WI 53715
Fax: (608) 262-9082
Voice: (608) 262-0375

BUSINESS SERVICES
RISK MANAGEMENT

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The Office of Risk Management has responsibility for preserving the human and physical assets of the university. We rely on departmental assistance to preserve those assets within their control, correct situations where possible, alert us to hazards that need attention and report all incidents and potential claims when they occur. Risk Management involves identifying, evaluating and controlling loss exposures to minimize the adverse effects of unpredictable events and assist departments in their recovery efforts.

These are the areas in which our office is involved:

* The Property Program provides physical damage insurance for campus buildings, contents, and moveable property including items in transit, art exhibits, borrowed and newly acquired property. We also administer all property claims.

* Automobile Coverage is actually a combination of the state's self-funded property program for the collision and comprehensive damage, and the state's self-funded liability program for injury or property damage to a third party or entity.

* Driver Authorization is the process of reviewing driver qualifications and driver records. When approved, the driver's names will appear in the Approved Driver Database. To learn more, please review the database instructions.

* The Liability Program provides protection for the negligence of our officers, employees and agents, while in the course and scope of their duties.

* Special Events Liability Insurance is a System-wide insurance program that allows event sponsors to purchase insurance on an event basis.

* Contractual Liability - our office is available to review insurance clauses in contracts, and provide you with evidence of the University's insurance, in the form of a Certificate of Insurance or a letter explaining our coverage. Our office can also prepare waiver forms for your use, and can discuss your liability concerns relating to departmental programming.

* Vendor Certificates of Insurance is an online program that allows you to determine the viability of any vendor your department might wish to do business with. This website will tell you whether a specific vendor currently meets the University's insurance requirements for high-risk vendors. To learn more, please review the Certificates database instructions.

* Pilots Approved to Fly on University Business is a program similar to the driver authorization program that approves pilots to fly on University business.

* Camps and Clinics Special Medical Insurance is a program that provides accidental injury protection for youth programs administered by campus departments.

* Study/Travel Abroad Health Insurance is a program of health insurance required for all students involved in academic pursuits while out of the country. This program is also available to faculty and staff involved in educational pursuits, while on University business. Please refer to this web site for further information.

* MEDEX is a travel assistance insurance program (not health insurance) which is automatic for all faculty and staff traveling abroad on University business.

Published: March 28, 2002• Updated: October 28, 2002

Where We Are

Risk Management
720 University Avenue
Madison, WI 53715
Fax: (608) 262-9082
Voice: (608) 262-0375

BUSINESS SERVICES

RISK MANAGEMENT

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Property Program

The University of Wisconsin System is self-funded for property protection under Wisconsin Statute, Section 20.865. This statute provides all-risk, replacement-cost protection for damage resulting from direct physical loss, with some exclusions.

This coverage applies to buildings, contents, capital equipment, supplies and vehicles. All losses are subject to a $500 deductible, with two exceptions: there is a $2500 deductible for theft when there is no sign of forced removal and there is a $0 deductible on vehicle glass breakage. **Please note that all property claims must be concluded within 90 days of the incident.**

Each spring, our office solicits information from each department to update our coverage for fine arts, museum pieces, special libraries, fabricated equipment and other property categories. All values are updated and reported to UW System and State Risk Management to assure adequate coverage of all University-owned property. It is only through your cooperation and assistance that we can accomplish this task.

Certain types of information need to be reported on an on-going basis:

- Items in transit and equipment off campus: Our office must be notified whenever items leave campus if the individual value of one item or the combined value of the shipment exceeds $50,000. We also need to be notified of incoming shipments for which we are responsible (i.e. FOB shipping point). Prior to the departure date, the following information must be furnished to Risk Management: date of departure and anticipated date of return, a complete description of the item(s) including serial number and UW inventory number (if applicable), destination, method of travel and VALUE.
- One exception: When any UW item leaves the continental United States (no matter what dollar amount), Risk Management needs all information before the shipment leaves the country.
- Art Exhibits: If you plan to have an art exhibit, each artist or owner must submit a signed "Request for Art Exhibit Coverage" along with an itemized listing of the works to be exhibited by name or description, and an individual value for each item. Should a loss occur, losses will be evaluated on the basis of the criteria on the Art Exhibit Coverage Request form.
- Borrowed Property: In order to assure property coverage for non-owned items that are on-loan or borrowed, the following information needs to be given to Risk Management: a description of the item, including make, model and/or serial #, the name of the owner, the location of the item while on campus, the time span for coverage, the value and the department name. Equipment on loan may include items borrowed from other institutions and corporations, as well as privately owned items as long as they are being used on University business. Items that are personally owned by employees are generally not covered, but some exceptions may be made by our office. Equipment provided to the University that is here solely for "sale on approval" is the legal responsibility of the vendor and such coverage requests will be evaluated on a case by case basis, depending on the circumstances.

Property Claims

When a property claim occurs, it is important that the department react promptly to handle the situation and notify our department. If the loss involves theft or vandalism,

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the local law enforcement agency must be notified. Losses in excess of $10,000 must be reported immediately by phone to our office, since we need to notify State Risk Management. In order to file a claim, we need an initial brief written report (e-mail is fine) telling us who, what, when, where and how the claim occurred. You will need to follow up with a formal report, using the Property Loss Report. You will also need to submit copies of repair estimates, replacement costs, and clean-up costs, as applicable. Theft or vandalism claims require the filing of a police report. **Please note that all property claims must be concluded within 90 days of the incident.**

Lightning claims require the completion of a Lightning Affidavit, by the repair person. Claims must be filed with our office in a timely fashion - the State now requires that claims be filed within 90 days of the date of loss. State Risk Management may make exceptions where unusual circumstances necessitate a longer time frame. Reimbursement to the department may be accomplished by writing a requisition against our insurance escrow account, or by transfer to departmental funds to reimburse for expenditures already made. Use of the escrow fund is by permission only, so please contact our office before writing any requisitions.

Recovery will be made from the State Property Program, if coverage applies. If the damage was the result of someone else's negligence, we will pursue recovery from the negligent party.

Published: March 28, 2002• Updated: October 31, 2002
Feedback, questions or accessibility issues: Webmaster
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http://www.yorku.ca/finweb/ofc_comptroller/insurance/index.htm

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The Insurance and Risk Management Department is responsible for the administration of the University's insurance program. The department also provides informed assistance to all community members on methods to minimize the adverse effects of accidental losses in their daily activities.

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Administration of Certificates of Insurance (PDF)
Renting Vehicles on University Business (PDF)
Use of Personal Vehicles on University Business (PDF)
Hosting Social Events at Private Residences (PDF)
Student Event Planning (PDF)

Insurance Policies
York University Insurance Program
Glossary of Terms

Forms
Introduction to Forms
Certificates of Insurance Request Form (TXT)
Film and Video Certificate of Insurance Form (PDF)
Automobile Accident Reporting Form (Off-campus) (PDF)

Communications
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Links
Department of Security Services
Department of Occupational Health and Safety (DOHS)
C.U.R.I.E. (Canadian Universities Reciprocal Insurance Exchange) - York University's Property and General Liability Insurance Providers
DFAIT (Department of Foreign Affairs and International Trade) - Provides travel information on over 220 countries including weekly travel bulletins and country-specific publications

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ABOUT US

Mission:
We strive to improve the quality of the York experience for our faculty, staff and students while reducing the cost of operating and insurance-related expenses.

Our Objectives:

- Protect the assets of York University
- Provide a safe and secure environment for faculty, staff and students
- Preserve the reputation of York University >
- Insurance & Risk Management

Our Role:

Insurance	Manage York's external and self-insurance programs; develop innovative and cost-effective means of protection to suit the growing needs of the University community.
Risk Management	Identify and assess the activities within the York community in order to mitigate unanticipated accidental losses to the University.

Our Services:
Risk assessments - Review activities to identify potential areas of accidental loss
Loss prevention - Identify methods to reduce the frequency of accidental loss
Education - Provide information on York's insurance policies and risk management practices
Contracts - Review wordings for Insurance and Indemnity clauses
Claims management
Insurance

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INSURANCE POLICIES SUMMARY

York University's Insurance and Risk Management Department administers a broad insurance program to cover all of members of the York community, sanctioned activities of the University and York's property.

The following is a brief summary of the insurance policies managed by the Insurance and Risk Management Department. For more detailed information, contact the Insurance and Risk Management Department directly at (416) 736-5514.

Insurance Policies	Coverage	Deductibles
Property	Property of every description owned by the University or by others, which the University has agreed to insure. Provides blanket protection against direct physical damage or loss to all buildings and contents owned by the University including property not owned but for which the University is responsible for providing insurance. Off Campus property of York University is also covered (i.e., property being stored at other locations, excluding Fine Arts).	$100,000 per occurrence (except for flood or earthquake)
Property (Self-insurance) York University Reserve Fund	The University centrally funds a self-insurance reserve to protect departments from incurring large losses because of York's $100,000 property deductible. In general, insured property losses that fall below the $100,000 deductible may be recovered from the self-insurance reserve.	$5,000 per occurrence payable by the affected department
General Liability	In general, York University's General Liability policy will defend all members of the University community against claims in which their actions cause bodily injury, personal injury or property damage to third parties as long as the staff, faculty member, or student is acting within the scope of their employment or educational studies at York University. The liability policy is not designed to protect an individual in the event of a personal bodily injury.	Nil
Educational Errors and Omissions Liability	The Errors and Omissions policy provides protection from liability resulting from a "wrongful act". Wrongful act includes: • any actual or alleged error or misstatement • misleading statement or act, omission, neglect, or breach of duty • an error or omission in the rendering or failure to render professional services.	Nil except $1,000 on employee benefits administration

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Catastrophic Accident	Student accident protection for paraplegia, hemiplegia, quadriplegia and coma injuries sustained during regular organized activities of the University or activities approved by the University.	Nil
Automobile - Fleet Insurance	Provides third party liability (bodily injury or property damage to others), accident benefits, collision and comprehensive coverage for all York-owned and leased vehicles. Excludes vehicles rented for less than 30 days. (See the Guidelines for Renting Vehicles on University Business for details about insuring rental vehicles.)	$1,000 - all perils Except for Heavy Commercial and Buses ($2,500 deductible)
Automobile - Non-owned North American	Provides third party liability (bodily injury or property damage to others), accident benefits, collision and comprehensive coverage arising out of the operation or use of vehicles not owned by York anywhere in North America.	$500
Automobile - Non-owned Worldwide	Provides worldwide third party liability coverage (bodily injury or property damage to others) arising out of the operation or use of vehicles not owned by York. Does not provide comprehensive or collision coverage.	Nil
Fine Arts	Protects University-owned fine arts and rare book collections against physical loss or property damage. Included in the policy are: paintings, rare books, coins, sculptures, drawings, manuscripts, collectibles, and other miscellaneous works of art. The policy is worldwide in coverage and includes in-transit coverage to and/or from the University. The policy can also extend to provide coverage to third party works of art while on display at York or to those works which York has assumed a responsibility to insure. In-transit coverage to and/or from York may also be covered depending on the loan arrangements.	Nil
Boiler and Machinery	Covers losses related to sudden and accidental breakdown of boilers, pressure vessels, refrigeration or air conditioning equipment, and related mechanical or electrical equipment. The policy covers all such equipment located on the University's premises or at locations owned, operated or controlled by the University anywhere in Canada.	$10,000

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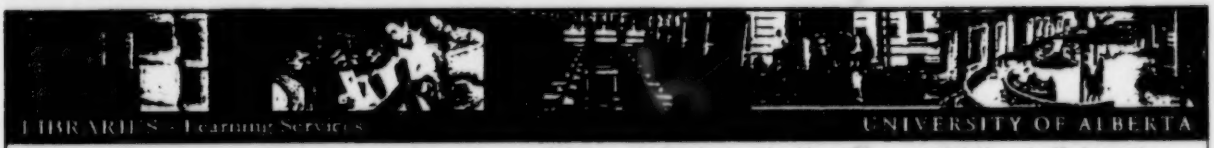
Replacement Cost Calculation

http://www.library.ualberta.ca/circulation/fines/index.cfm



Fines and Other Charges

How to Pay Library Fines

Fines may be paid by cash, cheque or ONEcard at most **University of Alberta Library circulation desks**.

Due to the temporary relocation of the Library's Financial Systems and Analysis office we will be **unable** to accept Credit Card or Debit Card payments in person until January 2003. You can still pay your library fines by calling 492-3683 or 492-6509. Our office hours are Monday through Friday 8:30 to 4:00. You can also leave a voice message at 492-3683 and we will call you back. For further payment options see the back of your fine statement.

About Fines

Fines may be charged for late return or loss of materials or for abuse of privileges. Clients with unpaid fines of $50.00 or more are prevented from borrowing. *Registration, transcript of marks, and diplomas will be withheld when there is a balance owing on an account* .

While the University Calendar, or related publications such as the University of Alberta Student Handbook, may state that University buildings are closed on certain days (e.g. statutory holidays), campus libraries may be open for study or circulation purposes. Fines will be charged for late return of library materials due on any day the library is open.

Please direct fines appeals to the circulation desk in the library in which the material in question is located. Appeals and/or refunds are not normally granted once fines or lost book charges are paid. Some exceptions may apply (see below). Please contact a circulation supervisor if you have any questions about the process.

General Fines	
Daily Fines:	$1.00/day/item $3.00/day for periodicals, any format (applicable to all client categories) $1.00/day/item for recalled items (applicable to all client categories)

Reserve Fines (applicable to all client categories)	
Hourly fines:	$1.00/hour to a maximum daily fine of $6.00
Daily fines	$6.00 a day per item to a maximum of $31.00.
An additional $5.00 is charged for each request missed while materials are overdue.	

Other Charges (applicable to all client categories)	
Lost book charge (lost book and processing charges appear as one amount on notices): Lost book charges paid for will be refunded up to one year if the lost item is returned. $31.00 late fines may then apply.	Cost of the item plus a $30.00 processing charge
Discretionary fine (for breach of regulations, abuse of privilege, etc):	$50.00
NSF cheque charge:	$15.00
Rebinding or repair charges for items returned damaged:	Charges will vary.

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ENVIRONMENTAL DESIGN LIBRARY

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Circulation Policies

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- Storage/NRLF

How to Borrow Library Materials

All borrowers must have a valid UC Berkeley student, faculty or staff photo ID card, a UCB/Stanford faculty library card, or a current UCB library card issued by the Main (Doe) Privileges Desk. Present your library card and books to be borrowed at the circulation desk. Presentation of your library borrowing card when checking out materials signals an agreement on your part to abide by library rules and procedures for using and returning items. You will be held responsible for all materials until they have been returned. Library materials must be checked out at least 15 minutes prior to closing time.

Returning Library Materials

All borrowers are responsible for Library materials until the items are returned to the Environmental Design Library. Books borrowed for home use should be returned through the book return, inside the Environmental Design Library or outside the main entrance to Wurster Hall. Borrowers are responsible for library materials charged out to them until they are returned to the library from which they were borrowed. Please return materials borrowed from other libraries directly to the library from which they were borrowed.

Overdue Fines

Patrons with overdue library materials will have borrowing privileges blocked until the items are returned. Overdue reserves and 2-hour loan items incur a fine of $5 per day up to a maximum of $20. Overdue recalled materials incur a fine of $20. Any overdue item which is billed for replacement incurs a fine of $20, plus a non-refundable $10 processing charge for each item billed.

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Replacement Bills

Unheeded overdue notices are followed by automatic blocking of library privileges, and then by a bill for replacement. A minimum standard replacement fee of $100 (more if the actual replacement cost is higher) is charged for each item, plus a non-refundable $10 processing charge for each item billed. Autoblocking prevents the borrower from borrowing materials from any library on campus. Library fines are added to replacement bills for recalled items. Overdue accounts are charged interest.

Lost Library Materials, Contested Overdue or Replacement Bills

Immediately report lost materials and problems with overdue fines or replacement bills to the Environmental Design Library Circulation Supervisor.

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Environmental Design Library Home

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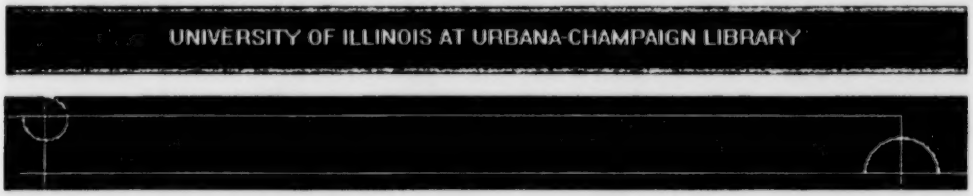

CENTRAL CIRCULATION AND BOOKSTACKS DEPARTMENT

CIRCULATION POLICIES

Your Library ID Number
Personal Account Information
Valid Library Identification Cards
UIUC Borrowing Privileges (loan periods, renewals, Bookstacks access, etc.) by Type of Borrower
Renewing Library Materials
Bookstacks Access
Overdue Notices, Fines, and Billing
Recalls
Returning Library Materials
Policy on Confidentiality of Library Records
Library Policy on the Use of Social Security Numbers
Circulation Policies of UIUC Departmental Libraries

OVERDUE NOTICES, OVERDUE FINES, AND BILLING

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable fines or billings. To avoid overdue notices, fines, and bills please renew your materials before the due date stamped in each item or return an item by the recall due date if the item has been requested by another borrower.

- **The first overdue notice is issued on the 7th day following the due date.**
- **The second overdue notice is issued on the 21th day following the due date.**

Late Return Fees:

- **Daily overdue fines are not assessed. However, the following borrowers are assessed a non-refundable late return fee of $10.00 once the item has reach 34 days overdue.**

  Graduate students (including graduate and teaching assistants)
  Undergraduate students
  Courtesy card borrowers--Type PL
  Courtesy card borrowers--Type LL
  Alumni
  "Building Use Only" permit holders
  All of the above types of borrowers affiliated with other ILCSO schools

"Assumed lost" billing:

- **All items that are not returned or renewed by the 34th day following the due date will be "assumed lost" and the borrower will be billed for the average replacement cost for books in the subject area, usually $125.00 for books and $300.00 for bound periodicals. The Library may assess a higher replacement cost in special instances. The replacement amount will be credited if the overdue item is returned in good condition. *However, the late return fee (see above) will not be refunded.***

BEST COPY AVAILABLE

Bills should be paid at the Campus Accounting Division, 100 Administration Building. If you have questions about an overdue notice, contact the library from which you borrowed the item. If you have a question about a bill, consult the staff of the Library Billing Office in Room 202 Main Library or call them at 333-8288. Outstanding library charges in excess of $400.00 will automatically block your borrowing privileges; if you are a student, outstanding library bills may also prevent your registration for classes, your graduation, or requests for transcripts. Please pay your library bills promptly.

Fines and bills from other ILCSO libraries:

UIUC Library borrowers are subject to the loan and fine policies of the institution from which they have borrowed the material. All UIUC faculty, graduate students, staff, undergraduate and courtesy card borrowers may be charged overdue fines, processing fees, and lost book charges by the lending library for failure to return or renew material by the due date.

As a member of the ILCSO Library Consortium, the University of Illinois Library adheres to the *ILLINET Online Library Resource Sharing Code* . This code obligates us to assist the lending library in securing the return of overdue materials and the fines and/or processing fees associated with late renewals or returns. Lending libraries may request that we block the borrowing privileges of UIUC patrons who fail to return or renew materials when due, who fail to return recalled material promptly, or who do not pay invoices received for overdue fines, billing fees, or lost book charges promptly. It is the policy of the UIUC library to notify the borrower in question that a problem exists and to block the borrower's borrowing privileges if the problem is not resolved within 2 weeks.

Invoices: Patrons who receive an invoice from another ILCSO library for overdue fines, processing fees, and or lost book charges, should bring the invoice, a check for the balance due made out to the lending institution, and the item in question to the Library Billing Office, Room 202 Main Library, immediately to prevent their borrowing privileges from being blocked at the request of the lending library.

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16 August 2000

Central Circulation and Bookstacks Homepage

Back to Office of Planning and Budgeting

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Last edited on 03/20/01

Policy: 245 **Page** 245.1
Subject: ORDERING - REPLACEMENT COSTS AND ORDERS

Approved by: LMAC
Contact: Coordinator, Collections Management **Approved:** April 9, 1998
Prepared by: D. H. Breyfogle **Revised:**

Preamble

With the implementation of DRA a committee was struck to deal with system-wide parameters. One such parameter was the default costs for different material types. These costs are entered into the item record unless otherwise instructed by a unit head or bibliographer.

Policy

The following defaults costs are currently in place.

Monographs	$55.00
Bound journal	$75.00
Unbound journal issue	$15.00
Microform	$55.00
Newspaper issue	$ 5.00
Slide	$10.00
Equipment	$100.00
Kit	$55.00
Audiotape	$10.00
Videotape	$55.00
CD-Audio	$20.00
CD-Computer	$100.00
CompuDisc	$55.00

Should a borrower not return an item which has been charged out he/she will receive a billing notice at the end of 80 days. The billing notice will include the price above (as appropriate for the material type) and a processing fee. A bibliographer/unit head may determine that another price is more accurate and change the costs. Ideally, this change should take place before the billing notice is generated.

Identifying Cost Procedures

1. A number of sources/methodologies can be used to determine a more accurate cost of the item:

   -consulting Books in Print or other print/electronic sources of in-print publications

   -determining the average cost of material type purchased in a unit

   -selecting prices for distinct categories of materials in a unit (e.g. one price for more expensive professional, technical, scientific publications; another price for less costly materials in subjects areas of the collection

   -consulting the BNA average costs table (Attachment 1)

   -consulting other University departments (e.g. Communication Systems for videos)

2. After selecting an alternate cost for the replacement of the item, contact BISON Services to have the new cost entered into the item record.

Ordering Procedures

Monographs

1. Complete an order form and mark it as **Replacement Volume** and note the appropriate DBCN from the MARC record in BISON.

2. Send order form to Materials Acquisitions Department, or to the appropriate staff member in the Neil John Maclean Health Sciences Library or the E.K. Williams Law Library.

3. Once the replacement order is received, and provided it is the same edition, etc., as the original copy which was marked withdrawn, the withdrawn item record will be removed by BDM or NJMHSL/Law Library, and replaced with a new item record.

   If a different edition is received, a new bibliographic record will be entered. The original bibliographic record and item record will be removed by BDM or NJMHSL/Law Library technical service staff.

If a replacement copy is ordered before an item is marked withdrawn, i.e., still has a status of Missing, Assumed Lost, or Claimed Lost, the new item will be treated as an additional copy, or if it is a different edition, a new bibliographic record will be entered. The original item record will retain its status until it is marked withdrawn.

Serials

1. Complete an order form and mark it as **DO NOT CATALOGUE**. Indicate in the section for notes that this is an order for a replacement of a serial issue(s).

2. Send the order form to Materials Acquisitions Department, or to the appropriate staff member in the NJMHSL/Law Library.

3. If the replacement is a single issue, it will be sent directly to the unit library by the Acquisitions department. If a barcode and item record is required the issue should be sent to the Library Assistant III for Serials in Cataloguing, BDM.

   If the replacement is a bound copy, the original copy marked withdrawn will be removed by BDM (or NJMHSL/Law) and replaced with a new item record.

   If a replacement copy is ordered before an item is marked withdrawn, (i.e. still has a status of Missing, Assumed Lost, or Claimed Lost), the new item will be treated as an additional copy. The original item record will retain its status until it is marked Withdrawn.

Average cost of book in UM Libraries - $71.00 Cdn.
Other costs in this table in U.S. Dollars **Attachment 1.1**

ALL PUBLISHERS APPROVAL PLAN COVERAGE
July 1, 1998 – June 30, 1999
Library of Congress Classification

CODE	SUBJECT	NEW			REPRINT		
		# OF BKS	TOTAL LIST	AVG LIST	# OF BKS	TOTAL LIST	AVG LIST
AC	Collections	3	79.65	26.55			
AE	General reference works	1	21.95	21.95			
AG	General reference works	2	51.90	25.95			
AM	Museums and museography	12	551.25	45.94			
AP	Periodicals	1	24.00	24.00			
AS	Societies	2	42.00	21.00			
AY	Yearbooks-Directories	2	21.90	10.95			
AZ	History of scholarship	3	94.95	31.65	1	19.95	19.95
	Total A-AZ classes	26	887.60	34.14	1	19.95	19.95
B	Philosophy	384	24,572.62	63.99	19	728.25	38.33
BC	Logic	17	1,103.75	64.93			
BD	Speculative philosophy	87	5,117.40	58.82	1	15.00	15.00
BF	Psychology	443	23,455.89	52.95	6	117.25	19.54
BH	Aesthetics	17	1,245.25	73.25			
BJ	Ethics-Etiquette	91	4,341.93	47.71	1	35.00	35.00
BL	Religions-Mythology	193	9,883.50	51.21	6	646.90	107.82
BM	Judaism	135	7,611.00	56.38	11	395.00	35.91
BP	Islam, Bahaism, etc.	61	3,119.35	51.14	3	55.85	18.62
BQ	Buddhism	53	1,922.05	36.27			
BR	Christianity (General)	136	7,134.92	52.46	10	257.10	25.71
BS	Bible	343	17,802.75	51.90	15	442.17	29.48
BT	Doctrinal theology	165	6,400.17	38.79	9	277.05	30.78
BV	Practical theology	175	5,556.17	31.75	7	187.79	26.83
BX	Christian denominations	258	11,435.69	44.32	12	194.50	16.21
	Total B-BX classes	2,558	130,702.44	51.10	100	3,351.86	33.52
C	Auxiliary history	1	59.00	59.00			
CB	History of civilization	22	1,021.40	46.43	2	26.80	13.40
CC	Archaeology	40	2,810.45	70.26	1	35.00	35.00
CD	Diplomatics-Archives	7	605.20	86.46	1	29.50	29.50
CE	Chronology	2	110.00	55.00			
CJ	Numismatics	3	142.00	47.33			
CN	Epigraphy/Inscriptions	3	374.95	124.98			
CR	Heraldry	1	12.95	12.95			
CS	Genealogy	7	384.80	54.97	1	16.95	16.95
CT	Biography	39	1,369.80	35.12	5	112.35	22.47
	Total C-CT classes	125	6,890.55	55.12	10	220.60	22.06
D	History (General)	285	14,630.58	51.34	24	622.58	25.94
DA	History-Great Britain	297	15,391.43	51.82	27	828.21	30.67
DAW	History-Central Europe	1	60.00	60.00			
DB	History-Austria, etc.	16	814.15	50.88			
DC	History-France	66	3,269.80	49.54	1	19.95	19.95
DD	History-Germany	53	2,810.27	53.02	5	98.80	19.76
DE	History-Mediterranean	11	575.35	52.30			
DF	History-Greece	36	2,731.20	75.87	5	129.30	25.86

Average cost of book in UM Libraries - $71.00 Cdn.
Other costs in this table in U.S. Dollars **Attachment 1.2**

ALL PUBLISHERS APPROVAL PLAN COVERAGE
July 1, 1998 – June 30, 1999
Library of Congress Classification

CODE	SUBJECT	NEW			REPRINT		
		# OF BKS	TOTAL LIST	AVG LIST	# OF BKS	TOTAL LIST	AVG LIST
DG	History-Italy	44	2,284.78	51.93	4	102.35	25.59
DH	History-Low countries	2	124.50	62.25			
DJ	History-Netherlands	2	147.45	73.73			
DJK	History-Eastern Europe	18	949.85	52.77			
DK	History-Soviet Union/Poland	110	5,757.15	52.34	3	63.90	21.30
DL	History-Scandinavia	10	424.65	42.47			
DP	History-Spain/Portugal	18	1,273.75	70.76	1	21.95	21.95
DR	History-Balkan States	46	1,980.80	43.06	1	14.95	14.95
DS	History-Asia	519	24,965.31	48.10	44	1,467.30	33.35
DT	History-Africa	141	7,793.65	55.27	6	154.85	25.81
DU	History-Oceania	47	2,024.60	43.08	1	19.95	19.95
DX	History-Gypsies	4	199.95	49.99	1	16.95	16.95
	Total D-DX classes	1,726	88,209.22	51.11	123	3,561.04	28.95
E	History-North America	772	31,400.71	40.67	89	1,797.20	20.19
F	History-United States/ Canada/Latin America	428	17,274.66	40.36	68	1,182.90	17.40
G	Geography (General)	101	6,401.60	63.38	9	247.55	27.51
GA	Math geography/ Cartography	9	732.00	81.33	1	15.95	15.95
GB	Physical geography	58	5,877.43	101.34			
GC	Oceanography	16	2,469.75	154.36	2	69.90	34.95
GE	Environmental sciences	134	8,597.73	64.16			
GF	Anthropogeography,Ecology	28	1,105.25	39.47	1	18.95	18.95
GN	Anthropology/Ethnology	165	9,516.17	57.67	4	87.85	21.96
GR	Folklore	37	1,357.40	36.69	6	96.85	16.14
GT	Manners & customs	36	1,648.90	45.80	2	82.95	41.48
GV	Recreation,Sport,Dance	177	7,129.19	40.28	14	218.50	15.61
	Total G-GV classes	761	44,835.42	58.91	39	838.50	21.50
H	Social sciences	44	2,636.34	59.92	2	52.90	26.45
HA	Statistics	22	1,237.70	56.26			
HB	Economic theory	278	20,178.05	72.58	7	251.85	35.98
HC	Economic history	398	23,197.19	58.28	2	33.00	16.50
HD	Economic conditions/ Labor economics	1,204	67,243.09	55.85	10	653.40	65.34
HE	Transport/Communication	97	7,560.51	77.94	3	71.85	23.95
HF	Commerce/Business	576	31,252.28	54.26	3	92.45	30.82
HG	Finance	390	23,758.06	60.92	8	237.75	29.72
HJ	Public finance	65	4,247.35	65.34	1	15.00	15.00
HM	Sociology	225	12,806.34	56.92	9	254.10	28.23
HN	Social history	162	7,848.59	48.45	4	66.90	16.73
HQ	Family/Marriage/Women	531	25,403.97	47.84	20	507.70	25.39
HS	Secret societies	8	486.35	60.79			
HT	Communities/Classes/Races	135	7,380.95	54.67	5	114.80	22.96

Average cost of book in UM Libraries - $71.00 Cdn.
Other costs in this table in U.S. Dollars **Attachment 1.3**

ALL PUBLISHERS APPROVAL PLAN COVERAGE
July 1, 1998 – June 30, 1999
Library of Congress Classification

CODE	SUBJECT	NEW			REPRINT		
		# OF BKS	TOTAL LIST	AVG LIST	# OF BKS	TOTAL LIST	AVG LIST
HV	Social pathology/ Welfare/Criminology	641	30,181.38	47.08	17	715.90	42.11
HX	Socialism, etc.	59	2,907.55	49.28	2	37.90	18.95
	Total H-HX classes	**4,835**	**268,325.70**	**55.5**	**93**	**3,105.50**	**33.39**
J	Official documents	2	138.00	69.00			
JA	Political science	53	2,826.52	53.33	4	89.80	22.45
JC	Political theory	195	9,998.04	51.27	11	233.20	21.20
JF	Constitutional history (General)	75	5,000.44	66.67	1	29.95	29.95
JK	Constitutional history-United States	108	4,845.87	44.87	2	51.45	25.73
JL	Constitutional history-Britain/Latin America	20	904.15	45.21			
JN	Constitutional history-Europe	118	7,276.40	61.66	1	19.95	19.95
JO	Constitutional history-Asia/Africa	60	3,339.24	55.65	2	94.90	47.45
JS	Local government	10	537.80	53.78			
JV	Colonies/Emigration	46	2,614.30	56.83			
JX	International law	11	822.35	74.76			
JZ	International Relations	161	8,164.75	50.71	3	55.90	18.63
	Total J-JZ classes	**859**	**46,467.86**	**54.1**	**24**	**575.15**	**23.96**
K	Law (General)	162	15,770.20	97.35	3	144.85	48.28
KD	Law-England/Wales	66	5,492.95	83.23	1	49.95	49.95
KDK	Law-Ireland (Eire)	2	89.95	44.98			
KDZ	Law-America & North America	4	357.50	89.38			
KE	Law-Canada	3	180.00	60.00			
KEO	Law-Ontario	1	65.00	65.00			
KF	Law-United States Federal	288	16,046.37	55.72	9	211.25	23.47
KFA	Law-A States	1	59.95	59.95			
KFC	Law-C States	3	120.95	40.32			
KFF	Law-Florida	3	99.90	33.30			
KFG	Law-Georgia	1	95.00	95.00			
KFI	Law-I States	1	75.00	75.00			
KFM	Law-M States	1	45.00	45.00			
KFN	Law-N States	2	109.95	54.98			
KFP	Law-Pennsylvania	1	59.95	59.95			
KFT	Law-T States	2	124.95	62.48			
KFU	Law-Utah	1	75.00	75.00			
KG	Law-Central America, etc.	1	48.00	48.00			
KJ	Law-Europe	2	405.00	202.50			
KJA	Roman law	6	384.95	64.16			
KJC	Regional law-Europe	18	2,049.90	113.88			
KJE	Regional organization-law-Europe	57	5,087.03	89.25			

Average cost of book in UM Libraries - $71.00 Cdn.
Other costs in this table in U.S. Dollars **Attachment 1.4**

ALL PUBLISHERS APPROVAL PLAN COVERAGE
July 1, 1998 – June 30, 1999
Library of Congress Classification

CODE	SUBJECT	NEW			REPRINT		
		# OF BKS	TOTAL LIST	AVG LIST	# OF BKS	TOTAL LIST	AVG LIST
KJJ	Law-Austria	1	76.00	76.00			
KJK	Law-Belgium	1	59.00	59.00			
KJR	Law-Denmark	1	51.00	51.00			
KK	Law-Germany/W.Germany	14	1,347.65	96.26			
KKE	Law-Greece	1	51.00	51.00			
KKF	Law-Hungary	1	78.00	78.00			
KKM	Law-Netherlands	2	203.00	101.50			
KKT	Law-Spain	1	135.50	135.50			
KKV	Law-Sweden	2	142.95	71.48			
KKW	Law-Switzerland	1	122.00	122.00			
KKY	Law-Vatican City	1	32.95	32.95			
KL	Historical law-Ancient Orient	3	148.95	49.65			
KLA	Law-Soviet Union	1	45.00	45.00			
KLB	Law-Russia (Federation, 1992-)	4	575.00	143.75			
KM	Law-Middle East	1	65.00	65.00			
KMC	Regional law-Mideast/Asia	4	309.70	77.43			
KN	Law-South Asia, etc.	3	334.00	111.33			
KNC	Regional comp/uniform law	3	129.40	43.13			
KNQ	Law-China (P.R.C.)	4	237.00	59.25			
KNR	Law-Hong Kong	1	16.95	16.95			
KNS	Law-India, General	1	29.95	29.95			
KNX	Law-Japan, General	2	95.00	47.50			
KQC	Regional law-Africa	1	76.95	76.95			
KQG	Law-Algeria	1	63.75	63.75			
KQM	Law-BCAP	1	29.50	29.50			
KSK	Law-Kenya	1	48.00	48.00			
KTJ	Law-Sierra Leone	1	42.00	42.00			
KU	Law-Australia	6	239.70	39.95			
KV	Indigenous law-Aust/NZ	1	95.00	95.00			
KWX	Law-Antarctica	1	49.95	49.95			
KZ	Law of Nations	67	7,404.90	110.52			
	Total K-KZ classes	762	59,147.75	77.93	14	435.55	35.37
L	Education (General)	2	45.95	22.98			
LA	History of education	60	3,082.63	51.38	2	46.90	23.45
LB	Education-Theory & practice	581	25,843.40	44.48	1	24.95	24.95
LC	Education-Special aspects	334	16,661.05	49.88	3	70.00	23.33
LD	Educational institution United States	17	570.00	33.53	1	18.95	18.95
LF	Educational institutions Europe	6	366.35	61.06	1	22.95	22.95
LG	Educational institutions-Asia, etc.	1	60.00	60.00			
LJ	Frats/sororities	1	30.00	30.00			
	Total L-LT classes	1,002	46,659.38	46.57	8	183.75	22.97

Average cost of book in UM Libraries - $71.00 Cdn.
Other costs in this table in U.S. Dollars **Attachment 1.5**

ALL PUBLISHERS APPROVAL PLAN COVERAGE
July 1, 1998 – June 30, 1999
Library of Congress Classification

CODE	SUBJECT	NEW			REPRINT		
		# OF BKS	TOTAL LIST	AVG LIST	# OF BKS	TOTAL LIST	AVG LIST
M	Music (General)	6	464.95	77.49			
ML	Music literature/History/ Philosophy	396	22,640.51	57.17	13	243.50	18.73
MT	Musical instruction	36	1,547.66	42.99	2	44.90	22.45
	Total M-MT classes	438	24,653.12	56.29	15	288.40	19.23
N	Arts (General)	309	15,690.13	50.78	13	296.00	22.77
NA	Architecture	368	18,054.74	49.06	10	464.90	46.49
NB	Sculpture	64	3,345.30	52.27	1	125.00	125.00
NC	Drawing/Design/Illustration	118	5,549.55	47.03	2	79.45	39.73
ND	Painting	230	13,011.54	56.57	4	84.80	21.20
NE	Print media	23	1,204.60	52.37	2	53.95	26.98
NK	Decorative arts	115	5,927.41	51.54	4	155.90	38.98
NX	Arts in general	92	4,117.33	44.75	2	30.45	15.23
	Total N-NX classes	1,319	66,900.60	50.72	38	1,290.45	33.96
P	Philology-Linguistics	334	22,140.58	66.29	2	45.00	22.50
PA	Classical language/literature	131	7,456.35	56.92	8	122.60	15.33
PB	Modern language (General)	17	743.95	43.76			
PC	Romance languages (General)	34	1,500.50	44.13	1	25.00	25.00
PD	Germanic/Scandinavian languages	9	1,087.50	120.83			
PE	English language	114	5,220.22	45.79	1	12.95	12.95
PF	West Germanic languages	21	2,003.35	95.40			
PG	Slavic language/Literature	94	3,990.64	42.45	13	177.45	13.65
PH	Finno-Ugric language/ Literature	6	276.45	46.08	4	83.35	20.84
PJ	Oriental language/Literature	56	2,871.65	51.28	2	47.90	23.95
PK	Indo-Iranian language/Literature	17	652.85	38.40	4	90.85	22.71
PL	Asian/African language/ Literature	102	5,139.06	50.38	10	276.70	27.67
PM	Mixed languages, etc.	19	1,075.20	56.59	1	19.95	19.95
PN	Literature (General)	741	32,392.91	43.72	30	807.63	26.92
PQ	Romance literatures	356	14,368.85	40.36	25	371.64	14.87
PR	English literature	1,045	44,095.61	42.20	132	1,945.44	14.74
PS	American literature	1,421	38,280.84	26.94	125	2,005.54	16.04
PT	Germanic/Scandinavian literature	123	5,564.32	45.24	10	114.65	11.47
PZ	Juveniles	6	147.90	24.65	1	8.95	8.95
	Total P-PZ classes	4,646	189,008.73	40.68	369	6,155.60	16.68
Q	Science (General)	186	12,116.31	65.14	3	303.90	101.30
QA	Math/Computer science	1,783	132,384.18	74.25	19	837.20	44.06
QB	Astronomy	147	14,503.44	98.66	5	270.35	54.07
QC	Physics	573	57,427.45	100.22	13	503.80	38.75
QD	Chemistry	276	37,636.61	136.36	1	29.95	29.95
QE	Geology	100	9,569.43	95.69			

Average cost of book in UM Libraries - $71.00 Cdn.
Other costs in this table in U.S. Dollars **Attachment 1.6**

ALL PUBLISHERS APPROVAL PLAN COVERAGE
July 1, 1998 – June 30, 1999
Library of Congress Classification

CODE	SUBJECT	NEW			REPRINT		
		# OF BKS	TOTAL LIST	AVG LIST	# OF BKS	TOTAL LIST	AVG LIST
QH	Natural history/Biology	311	25,645.84	82.46	18	320.40	17.80
QK	Botany	98	11,797.25	120.38	2	46.95	23.48
QL	Zoology	196	14,845.69	75.74	4	82.85	20.71
QM	Human anatomy	23	2,418.60	105.16			
QP	Physiology-Biochemistry	296	32,896.94	111.14			
QR	Microbiology	96	10,894.24	113.48			
	Total Q-QR classes	4,085	362,135.98	88.65	65	2,395.40	36.85
R	Medicine (General)	199	12,991.34	65.28	2	32.90	16.45
RA	Public health	314	21,266.27	67.73	3	191.95	63.98
RB	Pathology	79	6,407.55	81.11	1	17.50	17.50
RC	Internal medicine	1,176	97,486.29	82.90	5	186.90	37.38
RD	Surgery	194	23,346.84	120.34			
RE	Ophthalmology	48	5,310.55	110.64			
RF	Otorhinolaryngology	27	3,207.98	118.81			
RG	Gynecology-Obstetrics	90	7,420.85	82.45	1	22.95	22.95
RJ	Pediatrics	192	11,922.04	62.09			
RK	Dentistry	21	1,365.75	65.04			
RL	Dermatology	24	3,135.15	130.63			
RM	Therapeutics	111	9,335.30	84.10	1	18.95	18.95
RS	Pharmacy	49	5,599.05	114.27			
RT	Nursing	93	3,906.85	42.01			
RV	Botanic medicine, etc.	2	69.95	34.98			
RX	Homeopathy	1	119.00	119.00			
RZ	Other medicine systems	5	201.80	40.36			
	Total R-RZ classes	2,625	213,092.56	81.18	13	471.15	36.24
S	Agriculture (General)	60	4,912.80	81.88	2	35.90	17.95
SB	Plant culture	118	10,580.05	89.66	2	49.95	24.98
SD	Forestry	25	1,969.15	78.77	1	21.95	21.95
SF	Animal culture-veterinary medicine	82	5,911.90	72.10	1	16.95	16.95
SH	Aquaculture	23	2,148.59	93.42	2	36.95	18.48
SK	Hunting sports	5	141.85	28.37			
	Total S-SK classes	313	25,664.34	81.99	8	161.70	20.21
T	Technology (General)	189	14,744.50	78.01	2	207.00	103.50
TA	General & civil engineering	433	51,210.64	118.27	2	93.95	46.98
TC	Hydraulic engineering	44	4,543.99	103.27			
TD	Environmental technology	138	15,247.16	110.49			
TE	Highway engineering	10	980.40	98.04			
TF	Railroad engineering	10	1,151.95	115.20			
TG	Bridge engineering	5	561.95	112.39			
TH	Building construction	68	4,680.90	68.84			
TJ	Mechanical engineering	191	22,730.08	119.01	1	69.95	69.95
TK	Electrical & nuclear engineering	735	72,901.29	99.19	3	131.94	43.98

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Other costs in this table in U.S. Dollars **Attachment 1.7**

ALL PUBLISHERS APPROVAL PLAN COVERAGE
July 1, 1998 – June 30, 1999
Library of Congress Classification

CODE	SUBJECT	NEW			REPRINT		
		# OF BKS	TOTAL LIST	AVG LIST	# OF BKS	TOTAL LIST	AVG LIST
TL	Motor vehicles. Aeronautics	100	7,705.00	77.05	1	17.00	17.00
TN	Mining engineering	43	4,050.00	94.19			
TP	Chemical technology	188	25,175.81	133.91	1	19.95	19.95
TR	Photography	184	8,062.19	43.82	7	259.95	37.14
TS	Manufactures	122	12,609.71	103.36			
TT	Handicrafts	21	943.55	44.93			
TX	Home economics	41	3,281.80	80.04	1	30.00	30.00
	Total T-TX classes	2,522	250,580.92	99.36	18	829.74	46.10
U	Military science (General)	32	1,791.00	55.97	7	110.70	15.81
UA	Armies	62	3,293.75	53.13	1	32.95	32.95
UB	Military administration	22	967.50	43.98			
UC	Military maintenance	1	65.00	65.00			
UF	Artillery	2	117.45	58.73			
UG	Military engineering	19	647.45	34.08			
UH	Other military services	3	155.95	51.98			
	Total U-UH classes	141	7,038.10	49.92	8	143.65	17.96
V	Naval science (General)	21	1,022.30	48.68	1	24.95	24.95
VA	Navies-organization	5	242.75	48.55	1	24.95	24.95
VB	Naval administration	6	198.85	33.14			
VE	Marines	2	57.90	28.95	2	34.95	17.48
VG	Minor navy services	1	34.95	34.95			
VK	Navigation	6	423.80	70.63	1	32.95	32.95
VM	Naval architecture	11	1,005.30	91.39	1	16.95	16.95
	Total V-VM schedules	52	2,985.85	57.42	6	134.75	22.46
Z	Library science/Publishing/ Bibliographies	348	20,113.02	57.80	3	183.90	61.30
ZA	Information resources	18	953.24	52.96			
	Total Z-ZA classes	366	21,066.26	57.56	3	183.90	61.30
	GRAND TOTAL	30,361	1,904,167.65	62.72	1,113	27,421.74	24.64

Average cost of book in UM Libraries - $71.00 Cdn.
Other costs in this table in U.S. Dollars **Attachment 1.8**

ALL PUBLISHERS APPROVAL COVERAGE
July 1, 1998 - June 30, 1999
National Library of Medicine Classification

CODE	SUBJECT	NEW			REPRINT		
		# OF BKS	TOTAL LIST	AVG LIST	# OF BKS	TOTAL LIST	AVG LIST
QS-QZ							
Preclinical Sciences							
QS 1-681	Human anatomy	22	2,196.65	99.85			
QT 1-275	Physiology	60	5,817.65	96.96			
QU 1-220	Biochemistry	89	11,160.22	125.40			
QV 1-835	Pharmacology	143	17,224.00	120.45			
QW 1-949	Microbiology & immunology	81	8,820.94	108.90			
QX 1-675	Parasitology	2	209.95	104.98			
QY 1-490	Clinical pathology	22	2,043.95	92.91			
QZ 1-380	Pathology	119	12,521.00	105.22	2	127.50	63.75
Total QS-QZ classes		538	59,994.36	111.51	2	127.50	63.75
W-WZ							
Medicine and Related Subjects							
W 1-925	Health professionals	211	12,319.77	58.39	2	161.95	80.98
WA 1-950	Public health	152	10,574.50	69.57	2	44.00	22.00
WB 1-962	Practice of medicine	155	8,066.41	52.04	2	34.90	17.45
WC 1-799	Communicable diseases	84	6,693.75	79.69			
WD 100-799	Various topics	18	1,947.35	108.19			
WE 1-890	Musculoskeletal systems	92	11,491.49	124.91			
WF 1-985	Respiratory system	47	5,869.50	124.88			
WG 1-700	Cardiovascular system	99	10,935.23	110.46			
WH 1-700	Hemic & lymphatic system	24	3,118.30	129.93			
WI 1-970	Gastrointestinal system	63	9,653.85	153.24			
WJ 1-875	Urogenital system	36	4,573.45	127.04			
WK 1-920	Endocrine system	32	3,106.95	97.09			
WL 1-710	Nervous system	189	18,916.50	100.09			
WM 1-615	Psychiatry	518	26,131.84	50.45	4	75.40	18.85
WN 1-665	Radiology	63	7,025.05	111.51			
WO 1-950	Surgery	79	8,366.00	105.90			
WP 1-910	Gynecology	62	6,196.70	99.95			
WQ 1-105	Obstetrics	46	4,070.75	88.49	1	22.95	22.95
WR 1-660	Dermatology	27	3,495.10	129.45			
WS 1-463	Pediatrics	200	11,537.77	57.69			
WT 1-500	Geriatrics. Chronic diseases	39	2,540.98	65.15			
WU 1-640	Dentistry. Oral surgery	24	1,831.75	76.32			
WV 1-540	Otolaryngology	29	3,410.98	117.62			

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Other costs in this table in U.S. Dollars **Attachment 1.9**

ALL PUBLISHERS APPROVAL COVERAGE
July 1, 1998 - June 30, 1999
National Library of Medicine Classification

CODE	SUBJECT	NEW			REPRINT		
		# OF BKS	TOTAL LIST	AVG LIST	# OF BKS	TOTAL LIST	AVG LIST
WX 1-255	Hospitals and other health facilities	25	1,715.83	68.63			
WY 1-300	Nursing	134	6,017.55	44.91			
WZ 1-350	History of med	35	2,094.50	59.84	2	36.90	18.45
Total W-WZ classes		2,538	197,674.30	77.88	13	376.10	28.93
ALL NLM CLASSES		3,076	257,668.66	83.77	15	503.60	33.57

LENDING POLICIES & BORROWER RESPONSIBILITIES

MSU Libraries Information Series No. 2

Borrowers are responsible for understanding the policies related to any library material they check out.

Items on open shelves are available for use by anyone in the building. In order to check out material, or use Reserves, Reference, or Audio-Visual, a library card and a picture ID must be presented. Library material must be checked out before leaving the building.

Material may not be checked out for others. A borrower is financially responsible for all material checked out using his/her card. Therefore, theft/loss of an MSU ID or library card must be reported immediately by calling Circulation at 517/ 355-2333.

DUE DATES AND CARE OF MATERIAL

Borrowers are responsible for knowing the dates books are due and returning (or renewing) them promptly.

Material must be returned in the same condition that it was in when it was checked out. Borrowers are financially responsible for damage that occurs while material is checked out to them. To protect themselves, borrowers who notice damage before checking out a book should bring it to the attention of Circulation staff, who will note it in the book's record. Borrowers are also financially responsible for material stolen while checked out to them, so checked out items should never be left unattended.

Checked-out material will be recalled if requested by another user and may be given a new (earlier) due date. These must be promptly returned to avoid recall fines. To prevent recall fines while out of town (breaks between semesters, vacation, sabbatical, university business, etc.), a borrower should return library material before leaving -- or make arrangements with someone to watch for recalls, have access to one's checked out material, and return recalled items.

BILLS FOR REPLACEMENT OF LONG-OVERDUE MATERIAL

When an item is significantly overdue, the borrower is billed for replacement and borrowing privileges are suspended until the account is paid in full or material is returned or replaced by the borrower. Holds are placed on MSU student enrollment, registration, diplomas, and transcripts, which also remain until the account is paid in full.

Minimum replacement charges are $50 for a book, $75 for a periodical. Current market value is charged whenever it is higher than the minimum replacement charge.

- Billed material must be brought to the desk and be renewed in person -- self-renewal is not allowed.
- When a billed item is returned, the replacement charge is canceled but overdue fines may be charged.
- Unresolved bills may be turned over to a collection agency any time after 30 days.

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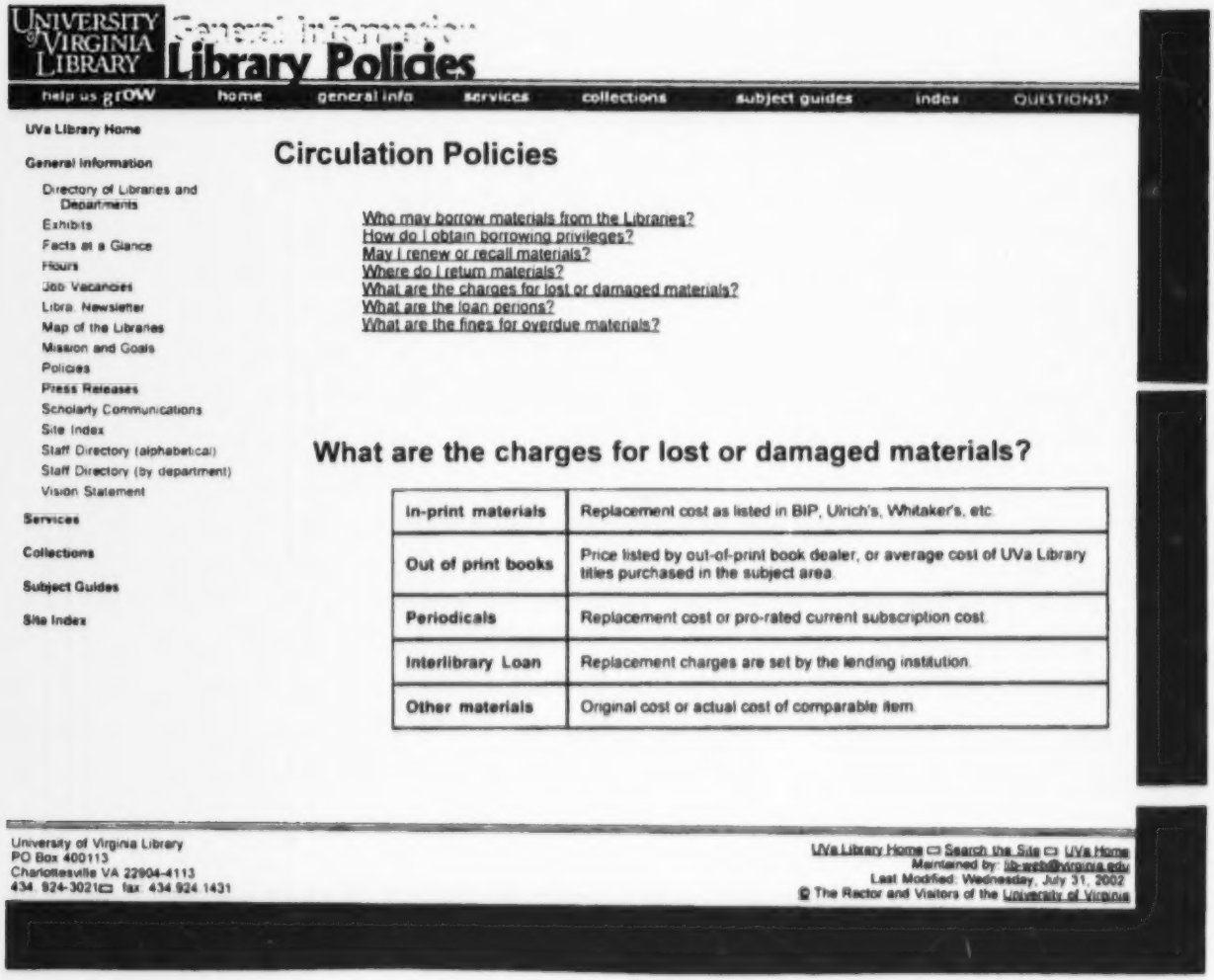

UNIVERSITY of VIRGINIA LIBRARY General Information

Library Policies

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UVa Library Home

General Information

- Directory of Libraries and Departments
- Exhibits
- Facts at a Glance
- Hours
- Job Vacancies
- Libra: Newsletter
- Map of the Libraries
- Mission and Goals
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- Press Releases
- Scholarly Communications
- Site Index
- Staff Directory (alphabetical)
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Services

Collections

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Circulation Policies

Who may borrow materials from the Libraries?
How do I obtain borrowing privileges?
May I renew or recall materials?
Where do I return materials?
What are the charges for lost or damaged materials?
What are the loan periods?
What are the fines for overdue materials?

What are the charges for lost or damaged materials?

In-print materials	Replacement cost as listed in BIP, Ulrich's, Whitaker's, etc.
Out of print books	Price listed by out-of-print book dealer, or average cost of UVa Library titles purchased in the subject area.
Periodicals	Replacement cost or pro-rated current subscription cost.
Interlibrary Loan	Replacement charges are set by the lending institution.
Other materials	Original cost or actual cost of comparable item.

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UNIVERSITY OF VIRGINIA LIBRARY

Circulation Coordinating Committee: Average Replacement Cost - by Call Number

Average Replacement Costs for FY 2001-02
University of Virginia Libraries

A+	$42
B-BD	$50
BF	$46
BH-BX	$48
C+	$49
D	$45
E	$39
F	$37
G-GF	$63
GN-GV	$40
H+	$37
J+	$43
K+	$45
L+	$39
M+	$47
N+	$64
P+	$39
Q	$64
QA	$60
QB	$63
QC	$81
QD-QE	$124
QH	$63
QK-QL	$67
QM-QZ	$79
R	$47
S	$57
T-TA	$77
TC-TH	$77
TJ-TL	$69
TN-TP	$124
TR-TX	$48
U-V	$37
Z	$80

Microfilm 75.00
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Maps 25.00

Last revised 2/5/2002

York University Libraries library@yorku.ca

Library Lending Code

Last updated September 2001

1. General
2. Borrowers
3. Loan Periods
4. Return of Materials
5. Resource Sharing
6. Sanctions
7. Appeals

6. SANCTIONS

Sanctions, including the levying of fines, the assessment of charges for the replacement of library materials, and/or the suspension of library privileges may be applied for the failure to adhere to this Lending Code.

6.1 Fine Rates

6.1.1 Bills are calculated when overdue material is renewed or returned. Although materials are not due on days when the Libraries are closed, overdue fines accumulate. There is a maximum overdue fine of $25.00 per item on regular loans and $100.00 per item on Reserve loans. Fine payments are not refundable.

6.1.2 Fine rate on overdue stack loans: $.50 per day to a maximum of $25.00 per item. Fine rate on overdue recalled materials $1.00 per day to a maximum of $25.00 per item.

Fine rate on all overdue hourly, overnight and weekend Law reserve materials as well as films and compact discs: $3.00 per hour/or any part thereof to a maximum of $100.00 per item.

Fine rate on overdue daily reserve materials: $5.00 per day to a maximum of $100.00 per item.

6.1.3 Borrowing privileges are suspended when a borrower has overdue materials and/or charges owing. Borrowing privileges are suspended immediately for University borrowers with charges of $10.00 or more or 10 overdue items and for External borrowers with charges of $5.00 or more or 5 overdue items. The block at $10.00 for University borrowers or $5.00 for External borrowers includes both unpaid bills and charges accumulating on overdue materials not yet returned.

6.1.4 There is a charge of $25.00 for cheques returned by the bank.

6.2 Lost and Damaged Materials

Lost or damaged materials must be reported to the appropriate Circulation Department. Library materials are assumed lost and charges for the cost of replacing these materials are levied after 15 days following the due date for reserve loans, and 50 days for regular stack materials. Borrowers losing or failing to return materials, or returning materials in damaged condition are subject to a $45.00 charge to cover the cost of replacing the material, a $15.00 service charge, plus any outstanding fines. In lieu of the $45.00 replacement charge, after consultation with library staff it is possible to purchase an acceptable replacement copy. The service charge is not refunded if a book billed for replacement is found and returned. The charges are determined annually by the University Librarian. All materials remain the property of the York University Libraries.

6.3 Additional Sanctions

The following additional sanctions may be applied where appropriate: Withholding of transcripts, permission to re-register or permission to graduate. Potential graduates with charges of $25.00 or more may not be permitted to graduate until the charges are paid.

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- Library Policies
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Office of Collections

DONATION AND TAX INFORMATION GUIDE

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The University of Illinois Urbana-Champaign Library actively seeks appropriate library materials to enrich the collections. Gifts to the Library benefit students and researchers at the University of Illinois at Urbana-Champaign and thousands of researchers and citizens throughout Illinois, the nation and the world.

All donations are reviewed by subject specialists in the appropriate fields before selection to the collection. Please be aware that all gifts are accepted with the understanding that upon receipt the material becomes the property of the University of Illinois. The Library reserves the right to determine the disposition of all gifts, including the right to sell or discard items that do not fit our needs. Proceeds from the sale of unwanted materials are used to benefit the University Library.

What Gift Materials Are Appropriate?

The Library encourages donations of books, journals, manuscripts, and other materials for the collections. Outdated text books, popular magazines, and materials in poor condition are generally not accepted. Scholarly materials including books, manuscripts, recordings, videos and journals are encouraged. When the Library receives journals, we try first to fill in missing items in our collection and we then offer the journal runs to academic libraries in Illinois. We may also offer unneeded journal runs to back issue dealers, who then provide our Library with credit toward the purchase of other titles.

How to Make a Donation

Donors may contact Karen Schmidt or the gifts staff, or any of the subject selectors or departmental librarians. You may make arrangements for dropping off your gift or request a pick-up with any of these people.

Valuation of Gifts

Gifts of materials to the University Library are generally tax-deductible in compliance with IRS guidelines. Present federal tax regulations prohibit the Library from giving appraisals or estimations of value of donations. It is the responsibility of the donor to obtain valuations of their gifts. For gifts that may be valued at $5000 or more, a certified appraisal must accompany the gift. There are many online resources on out-of-print and rare books, appraisals and determining the value of your donation.

Letter of Acknowledgement

You will receive a letter of acknowledgement from the Library describing the quantity and type of materials in your donation. This will serve as a receipt of your gift.

Charitable Contributions and Income Tax Deductions

For specific questions regarding donations, donors should contact the IRS or a tax expert. In general, fair market value of a gift-in-kind is deductible. A donation within a tax year valued at $250 or more requires a written acknowledgement of receipt.

The IRS Form 8283 must be filed with your taxes if you are claiming a deduction over $500 for all contributed property. The IRS Publications 526 (Charitable Contributions) and 561 (Determining the Value of Donated Property) may help answer questions you have about regulations governing non-cash charitable contributions. Go to the IRS forms and publications page to obtain these forms.

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University Library
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Office of Collections

ONLINE RESOURCES

OUT-OF-PRINT BOOKS

- ACQWEB's Directory of Rare and Antiquarian Book Vendors: Links to many booksellers of rare and out-of-print books.
- AddALL Used and Out of Print Search: "Search, compare, and save at >40 bookstores, 20,000 dealers, and millions of books."
- Advanced Book Exchange: "Access the bookshelves of thousands of used, secondhand, rare, and out-of-print booksellers around the world."
- Alibris: "We offer millions of out-of-print, used, foreign language, and collectible books from our worldwide network of booksellers and from our very own shelves."
- Antiquarian and Used Book Shop: "This is a service which provides a dynamic, searchable database of Antiquarian and Used Book Shops in the United States and Canada."
- Antiquarian Booksellers' Association of America
- Antiqbook: "Europe's premier antiquarian booksite."
- Bibliofind: Provides "millions of rare, used, and out-of-print books."
- Bibliophile.net: "Over three million new, rare and antiquarian books listed."
- Book Avenue: "Antiquarian, used, out-of-print books offered from some of the better booksellers on the internet."
- Bookfinder: This site searches many new and used online booksellers.
- Powell's: A large independent new and used bookstore.
- TomFolio: "A website for buying and selling used, rare and collectible books, ephemera, and periodicals."
- United States Book Exchange (USBE): "A 60 year old nonprofit organization which supplies back issues of scholarly periodicals, trade journals, popular magazines and other serials to libraries worldwide."
- Your Old Books: FAQ about rare books and book values.

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Policy: 225 **Page:** 225.1

Subject: GIFTS

Approved by: LMAC
Contact: Associate Director, Collections **Approved:** April 9, 1998
Prepared by: Nicole Michaud-Oystryk **Revised:** April 18, 2002
D. H. Breyfogle, G. Lewis

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3. Revenue Canada's [now CCRA's] Gifts and Income Tax Booklet. 1996.
4. Application for Certification of Cultural Property for Income Tax Purposes.
5. Sample Original Letter to Accompany Income Tax Receipt - Collection of 20 Titles or Less
6. Sample Original Letter to Accompany Income Tax Receipt - Description of Larger Collection
7. Sample Memo Requesting Income Tax Receipt
8. Sample Letter of Thanks
9. Gift Collection Check List
10. Gifts Cataloguing Form
11. Rare Books Gift Cataloguing Form
12. Sample Notice of Receipt for Unsolicited Gifts Received by Mail (one directed to an individual, one to an organization)
13. Sample Memo re: Monetary Donation
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15. Internal Appraisal Price Methodology

Attachment 15.1

INTERNAL APPRAISAL PRICE METHODOLOGY

PREAMBLE

Individual bibliographers are responsible for the appraisal of gift collections valued at under $1,000. In order to ensure that the internal appraisal process is consistent, efficient, and transparent, the Libraries has established the appraisal price methodology that appears in this appendix. The methodology takes into account the current and second-hand market for the various categories of materials listed as well as their value for academic research.

Categories of Materials

The appraisal price tables in this appendix take into account the age and format of the materials being appraised as well as factors such as quality, uniqueness, supporting documentation and copyright, particularly in the case of privately produced materials. In addition, research importance and physical condition will play a part in the appraisal process.

The categories are:

A. Print materials

1. Monographs: current imprints (Table A1) - this category applies to hard and softcover books with an imprint in the current or the past two calendar years (e.g., if the current calendar year is 1999, then the current imprint designation would apply to imprint years 1999, 1998 and 1997).

2. Monographs: recent imprints (Tables A1; A2) - this category extends back ten years from the beginning of the current imprint category (e.g., if the current imprint years are 1999, 1998 and 1997 then the recent imprint category is 1986 - 1996). For academic books, both hard and soft cover, a table based on average prices paid by the Libraries in Canadian dollars minus 50% will be the appraisal formula. Predominantly softcover collections of small press or academic publications will be valued at $15-$20 per volume. A flat rate has been set for trade hardcover and paperback volumes respectively.

3. Monographs: secondhand / out-of-print (Table A1) - for items older than "recent imprints" that do not appear to be scarce or rare, a flat rate has been set for hardcover and paperback respectively.

4. Monographs: rare, scarce or otherwise unique or significant items (Table A3) - no formula will be applied; these should be priced on a title-by-title basis using appropriate market price guidelines. Appraisal prices will be dependent upon special conditions or features such as bindings, presence or absence of illustrations, plates, maps, etc., edition or state, or other significant bibliographical details. The appraisal of rare books is highly dependent upon condition; higher values will be given only if a volume is in perfect condition, with a dust-jacket if one was issued, or if its physical condition matches exactly a dealer's description with a price. When in doubt, rare books may be referred for external appraisal.

5. Monographs: theses (Table A3) - the lowest UMI flat rate will apply to theses.

6. Journals (Table A1) - the library or institutional subscription cover or backlist price in Canadian dollars will be the basis for appraisal, with an additional 10% given for bound volumes. For foreign subscriptions, use the North American or Canadian price in $ Canadian at the time of the subscription if this appears in the pricing information for the journal. If a Canadian price is unavailable, convert the sum from foreign to Canadian for the current and last two calendar years only. For older issues Canadian and U.S. funds will be considered at par.

7. Pamphlets, unpublished reports, grey literature, ephemera (Table A3) - rare or unique items will be priced individually using the guidelines established for rare books. Items with a publication price will be appraised at the list value. Unpriced ephemera will appraised at $ 0.05 per page based on a formula of 100 pages per inch.

B. Non-print materials

1. Visual: microfilm and microfiche (Table B1) – valued at $ 25.00 - $ 70.00 per reel depending upon quality of production, physical condition, uniqueness, documentation and copyright status. Commissioned film in particular would fall at the lower end of the scale; film with coloured illustrations, whether commercial or commissioned would also be priced at the lower end of the scale. Microfiche sets should be appraised at one-half their original price in Canadian dollars if they are complete, in good order, in suitable individual envelopes and accompanied by guides or other documentation that formed part of the original publication.

2. Visual: slides (Table B1) - $ .50 - $ 2.00 each depending on quality, uniqueness, documentation and copyright status; commissioned or privately produced slides would fall at the lower end of the scale.

3. Visual: photographs (Table B1) - $ .50 - $ 1.00 per photo depending on whether the negative is part of the donation and upon quality, uniqueness, documentation and copyright status.

4. Visual: videos - will be addressed on an "as needed" basis.

5. Audio: cassettes (Table B2) - commercially produced cassettes will be priced at $ 2.00 - $ 5.00 each depending on condition, etc. Privately produced cassettes will be priced at $ 1.50 - $ 10.00 each depending on the production quality, uniqueness, documentation and copyright status.

6. Audio: CDs (Table B2) - priced at $ 10.00 - $ 25.00 each depending on condition of the playing surface.

7. Audio: sound recordings (Table B2) - priced at $ 5.00 - $ 20.00 depending on condition of the playing surface and rarity of the item. Unlike the out-of-print music market, the Libraries is not concerned about album cover art.

Attachment 15.3
TABLE A1

APPRAISAL VALUES -- PRINT SOURCES

MONOGRAPHS						JOURNALS
CURRENT IMPRINTS*		RECENT IMPRINTS+		SECOND HAND / OUT-OF-PRINT#		CURRENT/ BACK ISSUES
HC	PBK	HC	PBK	HC	PBK	
all - use list price in $CDN minus 10%-50%		Academic - use average UM ten-year price for subject (see Table A2) minus 50% Trade - use $4.00 per title	Academic as with HC Trade - use $2.00 per title	- screen for titles which should be searched and assigned an individual price - all others $4.00 per volume	All - $1.50 per title unless they appear to be unique in any way	- use library or institutional subscription cover price or backlist price per issue in $CDN** - add 10% for bound volumes

*Current year and past 2 calendar years
+Ten calendar years back from the beginning of the current year category. See Preamble and Table A2.
#Do not use for rare books or for significant lots of highly valued items. See Table A3.
**For current year and past 2 calendar years, convert from foreign to Canadian funds as appropriate. For older issues Canadian and U.S. funds will be considered at par.

TABLE A2

APPRAISAL VALUES - PRINT SOURCES
AVERAGE PRICES - ACADEMIC BOOKS
BY LIBRARY LOCATION
Appraisal Value Table to be Used with Recent Imprints

LIBRARY	LIST PRICE	APPRAISAL PRICE
Agriculture	$100	$50
Architecture/Fine Arts	$100	$50
Dafoe / St. John's / St. Paul's*	$ 47	$25
Education	$ 50	$25
Engineering	$ 95	$50
Law	$ 60	$30
Management	$ 58	$30
Music	$ 53	$25
Neil John Maclean – Health Sciences	$110	$55
Neil John Maclean – Dental Collection	$ 80	$40
Sciences and Technology	$ 95	$50

* These libraries are general humanities and social sciences collections. Predominantly softcover collections of small press or academic publications will be valued at $15-20 per volume.

Attachment 15.4

TABLE A3

APPRAISAL VALUES – PRINT SOURCES

THESES	RARE BOOKS	PAMPHLETS, UNPUBLISHED REPORTS, GREY LITERATURE, EPHEMERA
- lowest UMI flat rate	Rare, scarce, or highly valued individual items or collections should be priced on a title-by-title basis using appropriate market price guidelines, including condition and bibliographic features.	Rare, scarce or unique items will follow the guidelines for rare books; Assign the cover price of individual items if it is available. For unpriced general materials assign a price per page of .05. Calculate the number of pages at 100 pages per inch.

Attachment 15.5
TABLE B1

APPRAISAL VALUES -- NON-PRINT/VISUAL

MICROFILMS	SLIDES	PHOTOGRAPHS	VIDEOS
$25-$70 per reel, depending upon quality, uniqueness, documentation, and copyright status - commissioned film, in particular, would fall at lower end of scale - commercial film with colour illustrations should be at the lower end of scale - microfiche sets – up to one-half original price, depending upon condition and completeness	$.50-$2 each, depending on quality, uniqueness, documentation, and copyright status - copy photography from journals and books will fall at the lower end of the scale	$.50-$1 per photo, depending on whether the negative is part of the donation, quality, uniqueness, documentation, and copyright status	"as needed"

TABLE B2

APPRAISAL VALUES -- NON-PRINT/AUDIO

CASSETTES	CDs	SOUND RECORDINGS
- commercial - $2-$5 - private - $1.50-$10, depending on quality, uniqueness, documentation, and copyright status	$10-$25 per CD, depending on condition.	$5-$20, depending on condition NOTE: unlike the out-of-print market, we are not concerned about cover art, etc.

Department of Special Collections
University of Wisconsin-Madison

Information about Old and Rare Books

Care and value of old books | Donating books | Appraisal sources

Care and value of old books

Concise answers to many questions about old, rare, and antiquarian books can be found at "Your Old Books," produced under the auspices of the Rare Books and Manuscripts Section, Association of College and Research Libraries. The Newberry Library also provides useful guidance on how to "Be Your Book's Best Friend."

Condition, relative rarity, age, ownership history or association, demand, and bibliographic details all affect market value; and appraisal of antiquarian books can be more an art than a science. We in the Department of Special Collections are not permitted to appraise books or suggest their market value. Some readily available sources list recent asking or selling prices for some copies of antiquarian titles, but buyers and sellers need always to recognize that an asking price concerns a given copy of a given title (and that an asking price is not always realized). Reputable and well-informed book dealers, especially those who belong to recognized professional associations (such as the Antiquarian Booksellers Association of America) and who subscribe to a stringent code of ethics, can generally offer practical guidance about the title you own or the title you seek.

Donating books to a charitable organization

Should you wish to donate a book or books to a charitable or non-profit organization such as the Friends of the University of Wisconsin-Madison Libraries (contact the Friends at 608-265-2505) or the University of Wisconsin Foundation, you should consult your own tax advisor about any tax implications of your decision.

Sources for appraisal information

With these caveats in mind, such published sources as *Bookman's price index, American book prices current, Annual register of book values: Modern first editions* (and other specialized volumes), *International rare book prices,* and *Mandeville's used book price guide* may prove useful. All are available in the Department's reference collection. The glossaries in John Carter's *ABC for book collectors* and Marvin Mondlin's *Appraisals: A guide for bookmen* [sic] may also be helpful.

An electronic version of *American book prices current -- ABPC on CD-ROM* -- is now also available in the Memorial Library Reference Room (CD-ROM Station, Room 262). This is an easily searched database version representing auction sales of books, manuscripts, and autographs, as reported by *American book prices current* from September 1975 through August 1995 (updates forthcoming).

Additional possibilities for searching the catalogs of antiquarian book dealers (and used-book dealers) are now available through the Internet. A representative listing is provided by the University of Houston Libraries under "Book Dealers." Book price comparisons are possible using such services as AddALL. You may also want to choose "bookdealers" from the menu on the Book Information Website.

Please note: Inclusion of sources in these lists does not imply endorsement or warrant by the University of Wisconsin-Madison of their publications, information, services, or accuracy.

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Donations To The Library

Last updated March 2002

York University Libraries have been enriched by generous donations of books and other materials as well as monetary gifts from members of the University community and friends of the Libraries. These donations are an important adjunct to the Libraries' acquisition program and we encourage gifts which enhance the strengths of existing collections and support the teaching and research programs, present and anticipated, of the University. Donors may direct gifts to York University Libraries through the recently established York University Foundation.

Donations of books, journals or other library resources can be discussed with the appropriate Subject Librarian. For information regarding other gifts through the Foundation or on bequests, please contact the Development Office, York University (416) 736-9675. The Development Office provides information on the benefits donors may derive from "gifts in kind" such as books, journals, archival or other library materials.

General Procedures

Printed materials, recordings and films are accepted by the University Librarian or delegate. Archival materials are accepted by the University Librarian, the University Archivist or the Law Librarian.

Materials are accepted with the understanding that all items received may not be added to the collections. Because of space limitations; costs of repair, binding or processing; and the objectives of the collection development policies, the Libraries reserve the right to dispose of unneeded materials by sale, exchange or gift to other libraries. The Libraries may ask to pre-select needed items before donations are delivered to the libraries. Donors may be asked to list journal titles and volumes so that the Libraries can check holdings before accepting journals. The following types of material are normally not accepted: outdated textbooks, trade paperbacks, popular fiction, books in poor condition, and most practical "how-to" guides. Donors are encouraged to discuss potential donations directly with a representative of the Libraries.

Donations of materials which are offered with restrictions as to location, access and use, or disposition are accepted only with approval of the University Librarian (or University Archivist as appropriate). A Record of Gift and Transfer of Ownership Agreement or Transfer of Ownership Statement between the donor and the Libraries will be signed when materials are accepted. Materials are not accepted on deposit.

A Transfer of Ownership Statement will be obtained for all donations for which a tax receipt is requested and for all but minor donations. A receipt of acceptance may be given to the donor at the time a donation is received.

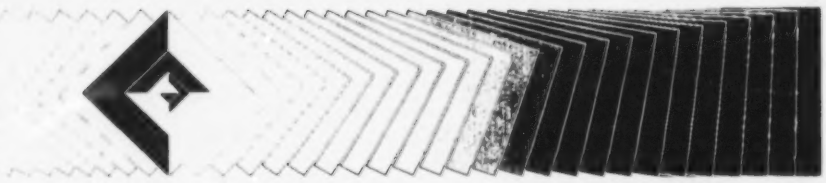
Evaluation and Tax Receipts

At the time the gift is made the librarian accepting the donation will determine whether a tax receipt is required. Receipts for income tax purposes are issued by the Development Office upon request from the University Librarian or University Archivist.

Estimates of the value of a gift of materials are acceptable to Revenue Canada if they reflect "the fair market value" of the items. Fair market value is generally accepted as the price the property would bring in the open market between a willing buyer and a willing seller acting independently of each other, and each having full knowledge of the facts. Estimates of the value of the gift are made after materials are the property of York University. Issuance of tax receipts cannot be assured in a given calendar year unless the materials are received by the Libraries prior to September 1st. Gifts which result in tax deductions can be subject to conditions depending upon the taxable income of the donor.

Library staff may provide valuations of less than $1,000 if they are knowledgeable in the field and qualified to appraise the gift at its fair market value. The written estimate must include a description of the materials. Receipts will be issued only for materials valued at $100.00 or more. In all cases when the value is more than $1,000, and in some other cases, the University Librarian or delegate will arrange for an evaluation by a qualified appraiser. If the donor requests that an application be made for certification as cultural property, the University Librarian or delegate will make the necessary arrangements if deemed appropriate.

SPEC



SELECTED RESOURCES

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF LEADERSHIP AND MANAGEMENT SERVICES

Books and Articles

Association of College and Research Libraries. "Guidelines for Borrowing Special Collections Materials for Exhibition." Chicago: American Library Association, 1990. <http://www.ala.org/acrl/guides/rareboro.html>.

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University of Oregon. "Index of /~bonamici/VALUATION." [Replacement valuation and cumulative valuation worksheets (Excel) are available for download.] <http://darkwing.uoregon.edu/~bonamici/VALUATION/>.

Note: All Web sites accessed December 6, 2002.

SPEC KIT ORDER FORM

QTY		TITLE
	SP272	Insuring & Valuing Res Lib Coll
	SP271	Lib Systems Office Organization
	SP270	Core Competencies
	SP269	Integrating Preservation Activities
	SP268	Reference Statistics
	SP267	User Authentication
	SP266	Staffing the Library Website
	SP265	Instructional Support Services
	SP264	Extended Library Hours
	SP263	Numeric Data Services
	SP262	Preservation & Digitization
	SP261	Post-Tenure Review
	SP260	Interview Process
	SP259	Fee-based Services
	SP258	Corporate Annual Reports
	SP257	MLS Hiring Requirement
	SP256	Changing Roles of Lib Profs
	SP255	Branch Libs/Discrete Collectns
	SP254	Managing Printing Services
	SP253	Networked Info Services
	SP252	Supprt Staff Classifictn Studies
	SP251	Electronic Reference Service
	SP250	TL10: Educating Faculty
	SP249	Catalogng of Resrces Digitized
	SP248	Licensing of Electronic Prodcts
	SP247	Management of Lib Security
	SP246	Web Page Devel & Managmnt
	SP245	Electronic Reserves Operations
	SP244	TL 9: Renovation & Reconfigur.
	SP243	TL 8: Users with Disabilities
	SP242	Library Storage Facilities
	SP241	Gifts and Exchange Function
	SP240	Marketing and PR Activities
	SP239	Mentoring Programs in ARL
	SP238	ARL GIS Literacy Project
	SP237	Managing Food and Drink
	SP236	TL 7: E-Theses/Dissertations
	SP235	Collaborative Coll Management
	SP234	TL 6: Distance Learning
	SP233	ARL in Extension/Outreach
	SP232	Use of Teams in ARL
	SP231	Cust Service Programs in ARL
	SP230	Affirmative Action in ARL
	SP229	Evaluating Acad Libr Dirs
	SP228	TL 5: Preserving Digital Info
	SP227	Org of Doc Coll & Svcs
	SP226	TL 4: After the User Survey
	SP225	Partnerships Program
	SP224	Staff Training & Development
	SP223	TL 3: Electronic Scholarly Pubn
	SP222	Electronic Resource Sharing
	SP221	Evol & Status of Approval Plans
	SP220	Internet Training
	SP219	TL 2: Geographic Info Systems
	SP218	Info Technology Policies
	SP217	TL 1: Electronic Reserves
	SP216	Role of Libs in Distance Ed
	SP215	Reorg & Restructuring
	SP214	Digit Tech for Preservation
	SP213	Tech Svcs Workstations
	SP212	Non-Librarian Professionals
	SP211	Library Systems Office Org
	SP210	Strategic Planning
	SP209	Library Photocopy Operations
	SP208	Effective Library Signage
	SP207	Org of Collection Develop
	SP206	Faculty Organizations
	SP205	User Surveys in ARL Libs
	SP204	Uses of Doc Delivery Svcs
	SP203	Reference Svc Policies
	SP202	E-journals/Issues & Trends
	SP201	E-journals/Pol & Proced
	SP200	2001: A Space Reality
	SP199	Video Collect & Multimedia
	SP198	Automating Preserv Mgt
	SP197	Benefits/Professional Staff
	SP196	Quality Improve Programs
	SP195	Co-op Strategies in Foreign Acqs
	SP194	Librarian Job Descriptions
	SP193	Lib Develop & Fundraising
	SP192	Unpub Matls/Libs, Fair Use
	SP191	Prov Pub Svcs Remote User
	SP190	Chang Role of Book Repair
	SP189	Liaison Svcs in ARL Libs
	SP188	Intern, Residency & Fellow
	SP187	ILL Trends/Staff & Organ
	SP186	Virtual Library
	SP185	System Migration
	SP184	ILL Trends/Access
	SP183	Provision of Comp Print Cap
	SP182	Academic Status for Libns
	SP181	Perf Appr of Collect Dev Libn
	SP180	Flexible Work Arrangemts
	SP179	Access Services Org & Mgt
	SP178	Insuring Lib Colls & Bldgs
	SP177	Salary Setting Policies
	SP176	Svcs for Persons w/Disabilities
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	SP166	Materials Budgets
	SP165	Cultural Diversity
	SP164	Remote Storage
	SP163	Affirmative Action
	SP162	Audiovisual Policies
	SP161	Travel Policies
	SP160	Preservation Org & Staff
	SP159	Admin of Lib Computer Files
	SP158	Strategic Plans
	SP157	Fee-based Services
	SP156	Automating Authority Control
	SP155	Visiting Scholars/Access
	SP154	Online Biblio Search
	SP153	Use of Mgt Statistics
	SP152	Brittle Books Program
	SP151	Qualitative Collect Analysis
	SP150	Bldg Security & Personal Safety
	SP149	Electronic Mail
	SP148	User Surveys
	SP147	Serials Control/Deselection
	SP146	Lib Dev Fund Raising Capabilit
	SP145	Lib Publications Programs
	SP144	Building Use Policies
	SP143	Search Proced Sr LibAdmin
	SP142	Remote Access Online Cats
	SP141	Approval Plans
	SP140	Performance Appraisal
	SP139	Performance Eval: Ref Svcs
	SP138	University Copyright
	SP137	Preservation Guidelines
	SP136	Managing Copy Cataloging
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	SP132	Library-Scholar Communication
	SP131	Coll Dev Organization
	SP130	Retrospective Conversion
	SP129	Organization Charts
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	SP127	Interlibrary Loan
	SP126	Automated Lib Systems
	SP125	Tech Svcs Cost Studies
	SP124	Barcoding of Collections
	SP123	Microcomp Software Policies
	SP122	End-User Search Svcs
	SP121	Bibliographic Instruction
	SP120	Exhibits
	SP119	Catalog Maintenance Online
	SP118	Unionization
	SP117	Gifts & Exchange Function
	SP116	Organizing for Preservation
	SP115	Photocopy Services
	SP114	Binding Operations
	SP113	Preservation Education
	SP112	Reorg of Tech and Pub Svcs
	SP111	Cooperative Collection Dev
	SP110	Local Cataloging Policies
	SP109	Staff Training for Automation
	SP108	Strategic Planning
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	SP104	Microcomputers
	SP103	Asst/Assoc Dir Position
	SP102	Copyright Policies

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QTY	TITLE		QTY	TITLE		QTY	TITLE	
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____	SP100	Collection Security	____	SP066	Planning Preserv of Lib Materials	____	SP032	Prep, Present Lib Budget
____	SP099	Branch Libraries	____	SP065	Retrospective Conversion	____	SP031	Allocation of Resources
____	SP098	Telecommunications	____	SP064	Indirect Cost Rates	____	SP030	Support Staff, Student Assts
____	SP097	Building Renovation	____	SP063	Collective Bargaining	____	SP029	Systems Function
____	SP096	Online Catalogs	____	SP062	Online Biblio Search Svcs	____	SP028	Gifts & Exchange Function
____	SP095	Lib Materials Cost Studies	____	SP061	Status of Librarians	____	SP027	Physical Access
____	SP094	Fund Raising	____	SP060	Lib Materials Cost Studies	____	SP026	Bibliographic Access
____	SP093	User Instructions for Online Cats	____	SP059	Microform Collections	____	SP025	User Statistics and Studies
____	SP092	Interlibrary Loan	____	SP058	Goals & Objectives	____	SP024	User Surveys
____	SP091	Student Assistants	____	SP057	Special Collections	____	SP023	Grievance Policies
____	SP090	Integrated Lib Info Systems	____	SP056	External Communication	____	SP022	Private Foundations
____	SP089	Tech Svcs Cost Studies	____	SP055	Internl Com/Staff & Superv Role	____	SP021	Paraprofessionals
____	SP088	Corporate Use of Research Libs	____	SP054	Internal Com/Policies & Proced	____	SP020	Managerial Technical Specialists
____	SP087	Collect Descript/Assessment	____	SP053	Performance Appraisal	____	SP019	Staff Allocations
____	SP086	Professional Development	____	SP052	Cost Studies & Fiscal Plan	____	SP018	Staff Development
____	SP085	Personnel Classification Sys	____	SP051	Professional Development	____	SP017	Library Instruction
____	SP084	Public Svcs Goals & Objectvs	____	SP050	Fringe Benefits	____	SP016	Reclassification
____	SP083	Approval Plans	____	SP049	Use of Annual Reports	____	SP015	Goals & Objectives
____	SP082	Document Delivery Systems	____	SP048	External Fund Raising	____	SP014	Performance Review
____	SP081	Services to the Disabled	____	SP047	Automated Cataloging	____	SP013	Planning Systems
____	SP080	Specialty Positions	____	SP046	Plan Future of Card Catalog	____	SP012	Acquisition Policies
____	SP079	Internships/Job Exchanges	____	SP045	Changing Role Personnel Officer	____	SP011	Collection Development
____	SP078	Recruitment-Selection	____	SP044	Automated Acquisitions	____	SP010	Leave Policies
____	SP077	Use of Small Computers	____	SP043	Automated Circulation Sys	____	SP009	Tenure Policies
____	SP076	Online Biblio Search Svcs	____	SP042	Resource Sharing	____	SP008	Collective Bargaining
____	SP075	Staff Development	____	SP041	Collection Assessment	____	SP007	Personnel Class Schemes
____	SP074	Fees for Services	____	SP040	Skills Training	____	SP006	Friends of the Lib Organization
____	SP073	External User Services	____	SP039	Remote Storage	____	SP005	Performance Review
____	SP072	Executive Review	____	SP038	Collection Dev Policies	____	SP004	Affirmative Action
____	SP071	User Surveys: Eval of Lib Svcs	____	SP037	Theft Detection & Prevent	____	SP003	A Personnel Organization
____	SP070	Preservation Procedures	____	SP036	Allocation Materials Funds	____	SP003	Status of Librarians
____	SP069	Prep Emergencies/Disasters	____	SP035	Preservation of Lib Materials	____	SP002	Personnel Survey (flyer only)
____	SP068	AACR2 Implement Studies	____	SP034	Determin Indirect Cost Rate	____	SP001	Organization Charts

SPEC Price Information (ISSN 0160 3582)

- ❑ Subscription (6 issues per year; shipping included): $190 ARL members/$260 U.S. and Canada nonmembers/$330 international customers.
- ❑ Individual Kits: $35 ARL members/$45 nonmembers, plus shipping and handling.
- ❑ Individual issues of the Transforming Libraries (TL) subseries: $28, plus shipping and handling.

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